# CMS State of Illinois Directory Inquiry and Maintenance

Your guide to updating the State of Illinois Directory

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#### I. GENERAL INFORMATION

#### A. MONIES Overview

Management of Network Income, Expense, and Services (MONIES), is the software chosen by Central Management Services (CMS) for telecommunications billing, order management, inventory, and directory processing. MONIES is designed to provide its users with the tools and knowledge necessary for management of telecommunications and information resources. MONIES offer eleven integrated subsystems that share data files; CMS only uses six of the subsystems. The subsystems used are as follows:

- Order Management
- Inventory Management
- Billing Management

- Corporate Information Directory
- Network Analysis
- Problem Management

The MONIES Database is divided into four distinct sections called 'companies'. Each of these companies represents a different type of service and/or different locations in the state.

Company 1 contains information on voice services outside of Springfield, all pagers, cellular, and credit cards statewide.

Company 2 contains the "State of Illinois Telephone Directory" information.

Company 3 contains information on all data circuits and equipment statewide.

Company 6 contains information on all Springfield voice services.

MONIES Company 2, the on-line directory system is available to all State of Illinois agencies, boards, and commissions. This system is broken into two types of records: individual records (alphabetical listings of employees); and departmental listings of State of Illinois agencies, boards, and commissions. There are two access methods for the directory system. The first access method allows users to inquire the entire Directory Database and requires terminal generation only (RACF and MONIES access are not required). The second access method allows users to inquire and\_update information pertaining to their respective agency. Security clearance for both mainframe RACF and MONIES are required for update in the directory database.

#### **B.** Directory Policy and Timing

1. Statewide Directory

The *State of Illinois Telephone Directory* consists of telephone listings for the State of Illinois agencies, universities, boards, and commissions as well as individual employee listings for state employees. It will ultimately be the responsibility of the agency to ensure that the data for their particular agency is accurate. CMS will not be responsible for errors in the published directory. CMS will produce reports to assist agencies in maintaining the data. Agencies will be given advance notice prior to the cut-off date for printing the State of Illinois Telephone Directory. At this time the State of Illinois Telephone Directory is published approximately every two years; when this changes agencies will be notified.

The agency Telecommunication Coordinator will receive the information and reports for updating the listings for their entire agency. The coordinator will be responsible for compiling the agency listing statewide and for submitting the number of directories requested and the location of the agency directory delivery point. Additional directories are available; please call 217-524-0560 for ordering information.



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### II. ACCESS TO THE DIRECTORY

#### A. On-Line Access

1. Requirements

On-line capability requires several hardware and software requirements. The two types of access are:

- Universal Inquiry
- Secured Agency Update Authority

Access requirements depend of the type of access desired --

#### For both access methods --

- The agency must have a terminal/PC that can access the CMS Central Computer Facility.
- The terminal/PC (or pool of VIDs for a LAN) must be defined / generated to the CICS MONIES region on the "H" system.

#### Additional requirements for update access --

- Contact your agency data processing technical support team for a mainframe RACF ID.
- Your RACF ID must be added to the MONIES tables by CMSs Application System Development's technical support staff (217/785-6847).
- A MONIES security Request Form must be completed and submitted to the CMS MONIES System Administrator. The form can be found on the Telecom Web Site (http://www.state.il.us.telecom).

#### 2. Keyboard

The standard 3270-keyboard layout on a 101 keyboard is shown below, but most emulator programs allow key function changes as desired.





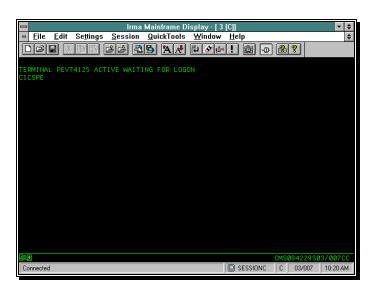
Inquiry and Maintenance Procedures

#### **B.** Universal Directory Access (Inquiry Only)

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NOTE: This access allows users to search and view information on individuals throughout the entire statewide directory database. With some terminals (most are now on a LAN that uses terminal emulation software and draws from a 'pool' of terminal IDs) it may be necessary to run an emulation program or depress a function key to access the Data Center. Consult the Office Automation (or LAN) Help Desk in your agency with problems.

To access the directory for "Inquiry Purposes Only" perform the following:



- After starting the emulator program or pressing the function key the screen should show "Terminal Active Waiting for Logon"
- Key in CICSPE Press Enter



• Clear the screen using the Clear key (*Pause* key on most PCs) -- this eliminates the CICS logo

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| NMDS, PHONE |  |
|-------------|--|
|             |  |
|             |  |
|             |  |
|             |  |
|             |  |
|             |  |
|             |  |

• Key in '*NMDS,PHONE*' - Press Enter to go directly to . . .

| NMDMD05          | STATE (   | OF ILLINOIS-COMPAN | NY PO                      | 002   | 07/29/00  |
|------------------|---|--------------------|----------------------------|---|-----------|
| 11:37            |   |                    |                            |   |           |
| NMOEDS07 V4.2.0/ | PUU CORPORA   | ATE INFORMATION D  | LREC'                      | PORY  |           |
| ==>              | DIR   | ECTORY SELECTION N | MENU                       |   | INQUIRE   |
|                  | SEA   | ARCH SELECTIONS:   |                            |   |           |
|                  | 1 NAME 2 PHONETIC 3 FIRST NAMI 4 AU CODE 5 LOCATION ( 6 MAIL CODE 7 PHONE NUMI 8 TITLE 9 TITLE CODI | E<br>CODE<br>BER   | 11<br>12<br>13<br>14<br>15 | RESP<br>OTHER<br>NET AUTH<br>CABLE<br>TELEX<br>ANSWBK<br>VEHICLE 1<br>VEHICLE 2 |           |
|                  |   | DATA (UP TO TE     |                            | SELECTIONS)   |           |
| F1=HELP          | F3=TERMINATI  | E INQUIRY          |                            | F12=TERMINAT  | E INQUIRY |

- The Directory Selection Menu appears for the State of Illinois Company P002
- To inquire by Name, key in a "1" then key in the person's last name Press Enter

| NMDMD06<br>11:44 | STAT              | E OF ILLINOIS-COMPANY P002  | 07/29/00  |
|------------------|-------------------|---|-----------|
|                  | V4.2.0/P00 CORP   | ORATE INFORMATION DIRECTORY   |           |
| INQUIRE<br>1     | <del></del>       | SEARCH BY JONES   | PAGE      |
|                  | Adrienne          | AU PHONE NO<br>1022005N02 312-814-4884<br>USIL5WACS006N600            | MAIL CODE |
|                  | Adrienne          | 1022015B01 217-782-1972<br>USILSPFSB001D3                             |           |
| _ JONES,         | Alberta M.        | 4923099999 708-857-2300<br>USTLEVPRV001000                            |           |
| X JONES,         | Pub Serv Admin    | 4883022B01 217-782-9432<br>USILSPFRW003000<br>4165531999 217-524-4406 |           |
| _ JONES,         |                   | USILSPF1J002000<br>4020105B01 217-785-1567<br>USILSPFSL003000         |           |
|                  | Annie L. Annie R. | 4927217N01 312-814-4225<br>USILCG101007400<br>4276000A01 312-793-9020 |           |
| SEL = X 1        | FOR DETAIL        | USIL5WAES006000   |           |
| F1=HELP          | F7=BACKWAR        | D F8=FORWARD  |           |

• Place an "X" next to the entry - Press Enter



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| NMDMD08             | STATE OF ILLINOIS-C                | COMPANY P002         | 07/29/00      |
|---------------------|------------------------------------|----------------------|---------------|
| 11:50               |                                    |                      |               |
| NMOEDS10 V4.2.0/P00 | ) CORPORATE INFORMATI              | ON DIRECTORY         |               |
| ==>                 |                                    |                      |               |
|                     | INQUIRY INDIVIDUA                  | AL LISTING           | Page 1        |
| FUNCTION: I<br>1242 | EFFECTIVE: 05                      | 5 15 89 LAST UPDT:   | MAM 02/20/96  |
| LAST NAME: JONES    | SUFFIX:<br>MIDDLE:<br>TITLE: PU    | EMP/SSAN#:           | STAT:         |
| FIRST: Alex         | MIDDLE:                            | NICKNAME:            |               |
| TITLE CODE:         | TITLE: Pu                          | ıb Serv Admin        |               |
| RESP: Rehab 7       | Technology OTHER<br>383022B01 AU I | <b>{</b> :           |               |
| ACCOUNTING UNIT: 48 | 383022B01 AU I                     | DESC: REHAB-BLIND SE | RVICES        |
|                     | LOCA                               | ATED: 618 E WASHINGT | ON            |
| ML3: 488 ML2        | 2: 48830 ML1: 488302               | 22 003 .             |               |
| LOC CODE: USILSPFRW | <b>1</b> 003000                    | 618 E WASHINGT       | ON            |
| MAIL CODE:          | ELEC MAIL:                         | SPRINGFIELD          | IL 62706      |
| E-MAIL:             |                                    |                      |               |
| PH 1: N 217 782 943 | 32 2:                              | 3:                   |               |
| NET AUTH:           | 32 2:<br>CABLE:<br>ANSWBK:         | INTNL AC:            |               |
| TELEX:              | ANSWBK:<br>VEHICLE 2:              |                      |               |
| VEHICLE 1:          | VEHICLE 2:                         | PRINT? Y/N MASTE     | R: Y LOCAL: N |
| MESSAGE:            |                                    |                      |               |
| F1=HELP             | F3=CANCEL F4=SEARCH MENU           | J F12=MASTER MENU    |               |
|                     |                                    |                      |               |
| 1                   |                                    |                      |               |

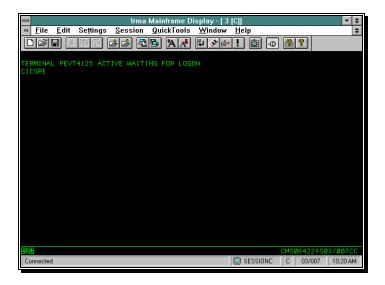
- View the record details
- To return to the Directory Selection Menu press F3 two times (F3 will always back up, one screen at a time)
- To logoff: Press F12

(F12, in this mode will terminate MONIES regardless of the current activity)

#### C. Secured Directory Access Inquiry and Maintenance

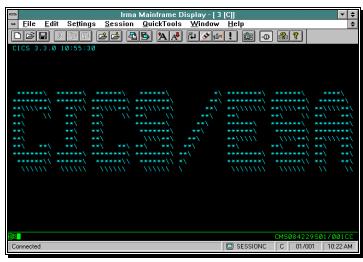
NOTE: Access through this method allows the user to update only those records they have authorization for.

To access the directory for "Update Purposes", perform the following:



- Screen should show "Terminal Active Waiting for Logon"
- Key in CICSPE Press Enter

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• Clear the screen using the Clear key (*Pause* key on most PCs) -- this eliminates the CICS logo

CESN

Key in CESN - Press Enter

```
CICS Sign-on

Type your userid and password:

Userid ==> PERMS123

Password ==> aaaaaaaa

Language ==>

New Password ==>

PF 3=End
DFHCE3520 Please type your userid.
```

Key in the RACF ID and password information

```
NMXA

DFHCE3549 Sign-on is complete (Language E).
```

• Key in NMXA - Press Enter



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| NMDMX01<br>13:49                          | STONEHOUSE & COMPANY P002  | 07/31/00 |
|---|--|----------|
| NMOSX000 V4.2.0/P00                       | MONIES SYSTEM  | ==>      |
|   |  |          |
|   | MASTER MENU  |          |
|   | SELECTIONS:  |          |
| 1<br>2<br>3<br>4<br>5<br>6<br>7<br>8<br>9 | ORDER MANAGEMENT INVENTORY BILLING ANALYSIS CORPORATE INFO DIRECTORY NETWORK ANALYSIS MANAGEMENT REPORTING PROBLEM MANAGEMENT PROFILE ELECTRONIC COMMUNICATIONS ENTER YOUR SELECTION AND YOUR SECURITY ID: XXX | ××       |
|   | VOICE OR DATA (VO OR DA)   |          |
| F1=HELP F2=SWAP                           |  |          |

- Stonehouse & Company MONIES System Master Menu appears
- Key in "4" to access the Corporate Info Directory and Company 2 password Press Enter

| NMDMD01<br>13:53<br>NMOEDS01 V4.2.0/P0 |            | ILLINOIS-COMPA     |            | 07/31/00 | )    |
|--|------------|--------------------|------------|----------|------|
|  |            | MASTER MEN         | U          | Page 1   |      |
|  | SF         | ELECTIONS          |            |          |      |
|  |            | NTENANCE<br>ORTING |            |          |      |
|  | 2 ENTE     | ER YOUR SELECTI    | ON         |          |      |
| ENTER=PROCESS F1                       | =HELP F2=S | 3WAP               | F12=MONIES | MASTER   | MENU |

• Key in "2" for Maintenance.

Press Enter



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| NMDMD05<br>14:00                          | STATE OF ILLINOIS-C  | OMPANY               | P002  | 07/31/00    |
|---|--|----------------------|---|-------------|
|   | CORPORATE INFORMATI  | ON DIRE              | CTORY   | ==>         |
| UPDATE                                    | DIRECTORY SELECTI  | ON MENU              |   |             |
|   | SEARCH SELECTION   | s:                   |   |             |
| 1<br>2<br>3<br>4<br>5<br>6<br>7<br>8<br>9 | NAME PHONETIC FIRST NAME AU CODE LOCATION CODE MAIL CODE PHONE NUMBER TITLE TITLE CODE  NUM DATA (UP T | 14<br>15<br>16<br>17 | RESP<br>OTHER<br>NET AUTH<br>CABLE<br>TELEX<br>ANSWBK<br>VEHICLE 1<br>VEHICLE 2 |             |
|   | 01 ANTHONY   |                      | 5522611011  |             |
| F1=HELP F2=SWAP F                         | 3=CID MENU   |                      | F12=MO  | NIES MASTER |

• To search by Name, key in "01" and the person's last name

Press Enter

| NMDMD06<br>14:04                                | STATE OF ILLINOIS-COMPANY P002                            | 07/31/00      |
|---|---|---------------|
|   | CORPORATE INFORMATION DIRECTORY                           | ==>           |
| UPDATE<br>1                                     | SEARCH BY ANTHONY   | PAGE          |
| SEL NAME<br>_ ANTHONY, Eileen R.                | AU PHONE NO<br>4277502999 708-338-6900<br>USILMAYES001000 |               |
| _ ANTHONY, Hank                                 | 5463100A02 312-793-8550<br>USIL5WACJ0101016               |               |
| C ANTHONY, Kenneth                              | 4277507999 312-626-0180<br>USIL101ES001000                |               |
| _ ANTHONY, Mary Ann<br>Adult Ed &               | 5862000B01 217-782-3370<br>Literacy USILSPFBE004418C      |               |
| _ ANTHONY, Yvette                               | 4750101N02 312-814-4496<br>USILCG101009300                |               |
| SEL I=INQUIRY C=CHANGE<br>*** END OF SEARCH *** |   | ADD FUNCTIONS |

• Place a "C" next to the entry that needs changed

Press Enter

- STATE OF ILLINOIS-COMPANY P002 07/31/00 NMOEDS10 V4.2.0/P00 CORPORATE INFORMATION DIRECTORY UPDATE INDIVIDUAL LISTING EFFECTIVE: 04 23 94 LAST UPDT: JMD 07/26/94 FUNCTION: C LAST NAME: ANTHONY SUFFIX: EMP/SSAN#: 349405279 STAT: FIRST: Kenneth MIDDLE: TITLE CODE: RESP: ES Service Rep ACCOUNTING UNIT: 4277507999 MIDDLE: NICKNAME: TITLE: TITLE:
  OTHER:
  AU DESC: DES-CARROLL ES OFFICE
  LOCATED: 4544 W CARROLL
  ML1: 4277507 001 .
  4544 W CARROLL
  CUICAGO IL ML3: 427 ML2: 42775 ML
  LOC CODE: USIL101ES001000
  MAIL CODE: ELEC MAIL: IL 60624 E-MAIL: PH 1: N 312 626 0180 NET AUTH: 3: N INTNL AC: CABLE: ANSWBK: TELEX: VEHICLE 1: PRINT? Y/N MASTER: Y LOCAL: Y MESSAGE: F1=HELP F2=SWAP F3=CANCEL F4=SEARCH MENU F5=UPDATE F12=MASTER MENU
- Make the necessary changes

Press Enter

System will prompt with "Press F5 to Update" when it is okay to proceed

Press F5 to save the changes
 The system will then go back
 to the Search Listing screen

To return to the Directory Selection Menu Press F3 three times.

To logoff: Press F12 to return to Master Menu

Press F12 - to exit MONIES System and F12 again to logoff



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Notes: F3 (Universal key) - will always back up one screen at a time.

F12 (Universal key) - will back up to the Master Menu and save NOTHING.

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### III. DIRECTORY INQUIRY

#### A. Entry to the Directory Selection Menu

1. Universal Inquiry Access Entry

Universal Access goes directly to the Directory Selection Menu.

| NMDMD05<br>11:19                          | STATE OF ILLINOIS-COM  | PANY P002  | 07/11/00     |
|---|--|--|--------------|
| NMOEDS07 V4.2.0/P00                       | CORPORATE INFORMATION  | DIRECTORY  |              |
| ==>                                       | DIRECTORY SELECTION  | MENU   | INQUIRE      |
|   | SEARCH SELECTIONS:   |  |              |
| 1<br>2<br>3<br>4<br>5<br>6<br>7<br>8<br>9 | NAME PHONETIC FIRST NAME AU CODE LOCATION CODE MAIL CODE PHONE NUMBER TITLE TITLE CODE | 10 RESP 11 OTHER 12 NET AUTH 13 CABLE 14 TELEX 15 ANSWBK 16 VEHICLE 1 17 VEHICLE 2 |              |
|   | NUM DATA (UP TO  | THREE SELECTIONS)  |              |
|   |  | <del></del>  |              |
| F1=HELP F                                 | 3=TERMINATE INQUIRY  | F12=TERMI  | NATE INQUIRY |

2. Secured Inquiry/Update Access

Secured access begins at the MONIES Master Menu.



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| NMDMX01<br>11:31    | STATE OF ILLINOIS-COMPANY P002  | 07/11/00 |
|---------------------|---|----------|
| NMOSX000 V4.2.0/P00 | MONIES SYSTEM   | ==>      |
|                     |   |          |
|                     | MASTER MENU   |          |
|                     | SELECTIONS:   |          |
|                     | INVENTORY BILLING ANALYSIS CORPORATE INFO DIRECTORY NETWORK ANALYSIS MANAGEMENT REPORTING |          |
|                     | ENTER YOUR SELECTION  |          |
|                     | AND YOUR SECURITY ID: $old X X X X X$   |          |
|                     | _ VOICE OR DATA (VO OR DA)  |          |
| F1=HELP F2=SWAP     |   |          |

- Enter "4" to select 'Corporate Info Directory'
- Enter the 'password' for Compnay 2 (these characters will not display)
- Press Enter

#### Corporate Information Directory "Master Menu"

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| NMDMD01<br>15:41    | STATE OF                                      | ILLINOIS-COMPANY P002 | 07/11/00    |  |  |  |
|---------------------|---|-----------------------|-------------|--|--|--|
|                     | CORPORATE INFORMATION DIRECTORY ==>           |                       |             |  |  |  |
|                     |   | MASTER MENU           |             |  |  |  |
|                     | SELECTIONS                                    |                       |             |  |  |  |
|                     | 1 INQUIRY<br>2 MAINTEN<br>3 REPORTS<br>4 TEXT | IANCE                 |             |  |  |  |
|                     | 1 ENTER Y                                     | OUR SELECTION         |             |  |  |  |
| ENTER=PROCESS F1=HE | LP F2=SWAE                                    | F12=MONIES            | MASTER MENU |  |  |  |

• Enter "1" to select *Inquire* 

Press Enter

NMDMD05 15:35 NMOEDS07 V4.2.0/P00 STATE OF ILLINOIS-COMPANY P002 07/11/00 CORPORATE INFORMATION DIRECTORY DIRECTORY SELECTION MENU INQUIRE SEARCH SELECTIONS: 10 11 12 13 NAME RESP OTHER NET AUTH CABLE PHONETIC FIRST NAME AU CODE LOCATION CODE MAIL CODE PHONE NUMBER TELEX ANSWBK VEHICLE 1 VEHICLE 2 TITLE CODE DATA (UP TO THREE SELECTIONS) NUM F12=MONIES MASTER MENU F1=HELP F2=SWAP F3=CID MENU

Directory's Search Menu

#### 3. Directory Selection Menu Screen

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| NMDMD05             | STATE OF ILLINOI  | S-COMPANY P002    | 07/11/00 |
|---------------------|-------------------|-------------------|----------|
| 15:51               |                   |                   |          |
| NMOEDS07 V4.2.0/P00 | CORPORATE INFORMA | TION DIRECTORY    | ==>      |
|                     |                   |                   |          |
|                     | DIRECTORY SELE    | CTION MENU        |          |
| INQUIRE             |                   |                   |          |
|                     |                   |                   |          |
|                     | SEARCH SELECT     | IONS:             |          |
|                     |                   |                   |          |
| 1                   | NAME              | 10 RESP           |          |
| 2                   | PHONETIC          | 11 OTHER          |          |
| 3                   | FIRST NAME        | 12 NET AUTH       |          |
| 4                   | AU CODE           | 13 CABLE          |          |
| 5                   | LOCATION CODE     | 14 TELEX          |          |
| 6                   | MAIL CODE         | 15 ANSWBK         |          |
| 7                   | PHONE NUMBER      | 16 VEHICLE 1      |          |
| 8                   | TITLE             | 17 VEHICLE 2      |          |
| 9                   | TITLE CODE        |                   |          |
|                     |                   |                   |          |
|                     | NUM DATA (UP TO   | THREE SELECTIONS) |          |
| ı <b>l</b>          |                   |                   | ļ        |

- The *Inquiry* screen is identical to the *Maintenance* screen except that on it the word "*Update*" will appear in the upper right-hand corner while in the maintenance mode.
- There are 17 search parameters listed and two entry fields with rows for selecting up to three parameters to filter the directory database.
- The cursor will be positioned in the "NUM" column. Enter the number of the first parameter wanted in the search.
- In the "DATA" field, enter a free-form description (up to 20 characters) of partial or complete search criteria.
- At least one parameter must be chosen from the list and each "NUM" selected must have a corresponding entry of at least one character in "DATA."
- Up to three entries are allowed but only one is required.
- The message "No Match Found" appears if the data does not exist on the file.

#### B. Search Parameters and Their Use

The procedures for using the listed parameters to locate desired records are the same for Inquiry and Maintenance.

1. Search Parameter Definitions



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| NMDMD05<br>15:51  | STATE OF ILLINOIS-COM | YNAGN  | P002       | 07/11/00    |
|-------------------|-----------------------|--------|------------|-------------|
|                   | CORPORATE INFORMATION | DIREC  | TORY       | ==>         |
|                   | DIRECTORY SELECTION   | N MENU | ī          | INQUIRE     |
|                   | SEARCH SELECTIONS     | :      |            |             |
| 1                 | NAME                  | 10     | RESP       |             |
| 2                 | PHONETIC              | 11     | OTHER      |             |
| 3                 | FIRST NAME            | 12     | NET AUTH   |             |
| 4                 | AU CODE               | 13     | CABLE      |             |
| 5                 | LOCATION CODE         | 14     | TELEX      |             |
| 6                 | MAIL CODE             | 15     | ANSWBK     |             |
| 7                 | PHONE NUMBER          | 16     | VEHICLE 1  |             |
| 8                 | TITLE                 | 17     | VEHICLE 2  |             |
| 9                 | TITLE CODE            |        |            |             |
|                   | NUM DATA (UP TO THRE  | EE SEI | ECTIONS)   |             |
|                   |                       |        |            |             |
|                   | <del></del> -         |        |            |             |
|                   |                       |        | -40        |             |
| F1=HELP F2=SWAP F | 3=CID MENU            |        | F12=MONIES | MASTER MENU |

Up to 3 of the 17 listed directory fields as parameters or filters for performing a search may be used.

1 Name

The name of an individual or department for the search.

Whenever possible, include this field to reduce processing time and improve system response. Permissible formats and their assumptions are:

1 - John Doe First name followed by last name.

1 - Doe, John
1 - Doe
When a name is followed by a coma, initial entry is last name followed by first name.
If only one name is entered, it must be the last name or the name of a department. e.g., Central Management Services.

Nicknames (if entered in records) may be used in place of first names; e.g., "Robert Smith" may be located by typing "Bob Smith" or "Rob Smith." If a middle name is known, a first initial should not be used. If a middle name is normally used with a first initial (e.g., J. David Jones), enter the middle name without the first initial (David Jones). When a last name has been changed, the old and/or new name may be searched for a period of time.

#### 2. Phonetic

If unsure of spelling of last name, use search to generate listing of names that sound like the name. For example, to locate "Mary Smith" records when unsure of last name spelling, use search to generate listing of all records that "sound like" Smith (e.g., Smith, Smythe, etc.). The first letter of last name must be an exact match. May be used to supplement 'Search by Name.' Always use in combination with a First Name, and/or AU, etc.

#### 3. First Name

When known, enter first name to speed processing. Nicknames (if entered in records) may be used in place of first names; e.g., "Robert Smith" may be located by typing "Bob Smith" or "Rob Smith." If a middle name is known, a first initial should not be used. If a middle name is normally used with a first initial (e.g., J. David Jones), enter the middle name without the first initial (David Jones). If a person uses two initials instead of a first or middle name (e.g., J.R. Smith) search for the first initial only (J. Smith).

#### 4. AU Code

Search by Account Unit Code. If more than one location is associated with an AU, use search in combination with either Name or Location Code. When searching by AU, the first record on the Search Listing may be a departmental record.

# 5. Location Code

Lists personnel by office site. Reduce the number of records produced by using Name and/or AU Code for search. Groups of people may be listed by entering partial codes (leading characters).

#### 6. Mail Code

This field is used for departmental records only. **Do not use for alphabetic records**.

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7. Phone Number The telephone number to be searched.

Format = 2173789784 (Do not use spaces, dashes, or periods). Length = 10 positions (Area Code = 3, Prefix = 3, Line = 4)

Reduce the number of records produced by using Name and/or AU Code for search. Groups of

people may be listed by entering part of, or all of the AU code.

**8. Title** This field is not used.

**9. Title Code** This field is not used.

**10. Resp** This field is used to note the Division or Section of the individual. Example: Telecommunications,

Executive Office, etc.

**11. Other** This field is not used. **15. Ansrbk** This field is not used.

**12. Net Auth** This field is not used. **16. Vehicle 1** This field is not used.

13. Cable This field is not used. 17. Vehicle 2 This field is not used.

**14. Telex** This field is not used.

Note: Any field noted as 'not used' may be used by agencies for internal purposes.

#### 2. Search Parameter Use

a). General Parameter Entry

Executing the search selection produces the Search Listing (Inquiry or Maintenance) containing the records that satisfy the parameters entered. The system searches the CID Master File according to selected parameters and displays the listing. For example:

To search for an individual with the first name of "John" and the last name of "Doe" type:

1 John Doe - Press Enter

The system responds to this search format by displaying a list of every "John Doe" in the CID Master File. The system will find and return all records that begin the same as the entry. The system also interprets the comma to mean that the last name comes first. To search for an individual with the last name "Doe" and a first name beginning with the letters "Jo" (like 'John') type:

1 Doe, Jo - Press Enter

The system responds by displaying a list of every person in the CID Master File whose name matches this search format like 'Joanne Doe,' 'John Doe' and 'Joseph Doe.' Last names containing spaces, (e.g., VanDyke) may be entered in two ways:

Van Dyke or . . . Vandyke

If entered as two separate words (Van Dyke), only the first work (Van) is used in the search.

b). Limiting the Search to Improve Performance

The MONIES system contains hundreds of thousands of records. In a search for the name 'Smith' or 'Jones' the system will find every occurrence of 'Smith' or 'Jones.' To save time and resources, the search parameters must have enough



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specific information to limit the Search Listing return to the smallest number of records possible. The table below recommends some good parameter combinations that will help narrow the search.

| Search Selection | Combine With | And/Or          | And/Or    |
|------------------|--------------|-----------------|-----------|
| 1 Name           | 4 AU Code    | 5 Location Code |           |
| 2 Phonetic       | 3 First Name | 8 Title         | 4 AU Code |
| 3 First Name     | 1 Name       | 8 Title         | 4 AU Code |
| 4 AU Code        | 1 Name       | 5 Location Code |           |
| 5 Location Code  | 1 Name       | 4 AU Code       |           |
| 7 Phone Number   | 1 Name       | 8 Title         | 4 AU Code |

Enter all known information about a search to speed processing. For example, if searching for an individual with last name "Doe", first name "John", AU code "831", and title "Vice President", enter:

| 1 | Doe, John      | (new line)  |
|---|----------------|-------------|
| 4 | 831            | (new line)  |
| 8 | Vice President | Press Enter |

The system responds to this search format by displaying a list of CID Master File records for every Vice President named John Doe in AU code 831.

#### c). Search Listing Screen

#### NOTE: The Search Listing may contain both departmental and alphabetical records.

The contents on the screen reflect the search combinations selected, the screen display varies according to each search. The following display screen shows a list generated by a 'Search by Name' for the name 'Thompson.'

| NMDMD06<br>10:10                             | STATE OF ILLINOIS-COMPANY               | P002 07/14/00 |
|--|---|---------------|
|  | CORPORATE INFORMATION DIRE              | ECTORY ==>    |
| INQUIRE                                      | SEARCH BY THOMPSON                      | PAGE 1        |
| SEL NAME                                     | AU                                      | PHONE NO MAIL |
| _ THOMPSON, Andrea<br>Technical              | 4261900R01<br>. Support USILSPFCN001000 |               |
| _ THOMPSON, Anthony                          |   | 312-793-7764  |
| _ THOMPSON, Archie                           | 4206051W01<br>USILMRN01001000           | 618-993-7236  |
| _ THOMPSON, Barbara A                        | 4277557999<br>USILOTTE2001000           | 815-434-3111  |
| _ THOMPSON, Brigitte o                       | T. 3501001B01<br>USILSPFCT001196        | 217-782-2488  |
| _ THOMPSON, Charity                          | 5880107B01<br>USILFLOE1001000           | 618-662-4474  |
| $_{-}$ THOMPSON, Charlotte                   | 4624400G01<br>USILRKFG1001000           | 815-987-7108  |
| SEL = X FOR DETAIL<br>*** BEGINNING OF SEARC | TH ***                                  |               |
| F1=HELP F2=SWAP F7=F                         | BACKWARD F8=FORWARD                     |               |

Results of looking for a 'Thompson' in CMS (AU Code '416'):

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Notice 'End of Search,' at the bottom of the screen. Two records are all the system could find that satisfied both of the search parameters.

| NMDMD06<br>10:17    | STATE OF ILLINOIS-COMPANY P002             | 07/14/00 |
|---------------------|--|----------|
|                     | CORPORATE INFORMATION DIRECTORY            | ==>      |
| INQUIRE<br>1        | SEARCH BY THOMPSON 416                     | PAGE     |
| SEL NAME<br>CODE    | AU PHONE NO                                | MAIL     |
| _ THOMPSON, John    | 4165542999 217-785-9203<br>USILSPFIS001000 |          |
| _ THOMPSON, Richard | 4161005999 217-342-8296<br>USILEFFD1001000 |          |
| SEL = X FOR DETAIL  |  |          |
| *** END OF SEARC    | H ***                                      |          |
| F1=HELP F2=SWAP F7= | BACKWARD F8=FORWARD                        |          |

<u>To</u> <u>Action</u>

Inquire individual or departmental records

Page Forward (Backward)

Type an 'X' in the SEL field of the record to inquire - Press Enter

Press F8 (F7). The message "End of Search" ("Beginning of Search") appears when the bottom (top) of the list is reached.

#### d). Individual Listing Screen

To view one of the listings, place an 'X' beside the record. If the selected record is that of an individual, the Inquiry Individual Listing is displayed.

| NMDMD06 STAT               | E OF ILLINOIS-COMPANY P002                                    | 07/14/00 |
|----------------------------|---|----------|
| NMOEDS07 V4.2.0/P00 CORPO  | RATE INFORMATION DIRECTORY                                    | ==>      |
| INQUIRE SEAM               | CH BY THOMPSON 416  | PAGE 1   |
| SEL NAME<br>CODE           | AU PHONE NO   | MAIL     |
| X THOMPSON, John           | 4165542999 217-785-9203                                       |          |
| _ THOMPSON, Richard        | USILSPFIS001000<br>4161005999 217-342-8296<br>USILEFFD1001000 |          |
| SEL = X FOR DETAIL         |   |          |
| *** END OF SEARCH ***      |   |          |
| F1=HELP F2=SWAP F7=BACKWAI | RD F8=FORWARD   |          |

Press 'Enter' to view the full record.



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| NMDMD08   | STATE OF ILLINOIS-   | -COMPANY P002       | 07/14/00        |
|---|----------------------|---------------------|-----------------|
| 10:37   |                      |                     |                 |
| NMOEDS10 V4.2.0/P00                             | CORPORATE INFORMATI  | ION DIRECTORY       | ==>             |
|   | INQUIRY INDIVIDU     | JAL LISTING         |                 |
| FUNCTION: I<br>0932                             | EFFECTIVE: (         | 04 24 91 LAST UPDT: | CKP 01/11/94    |
| LAST NAME: THOMPSON                             | SUFFIX:              | EMP/SSAN#:          | STAT:           |
| LAST NAME: THOMPSON FIRST: John                 | MIDDLE:              | NICKNAME:           |                 |
| TITLE CODE:                                     | TITLE:               |                     |                 |
|   | Software OTHE        |                     | CORRIGADE       |
| ACCOUNTING UNIT: 4165                           | 342999 AU            | DESC: CMS-BICS-ISD- | SOFIWARE        |
| BERVICES  | LOC                  | CATED: 201 W ADAMS  |                 |
| ML3: 416 ML2:                                   | 41655 ML1: 41655     | 001 .               |                 |
| LOC CODE: USILSPFIS00                           | 1000                 | 201 W ADAMS         |                 |
| LOC CODE: USILSPFIS00:<br>MAIL CODE:<br>F-MAIL: | ELEC MAIL:           | SPRINGFIELD         | IL 62704        |
| E-MAIL:<br>PH 1: N 217 785 9203                 |                      | 3:                  |                 |
| NET AUTH:                                       | CABLE:               |                     |                 |
| TELEX:  | ANSWBK:              |                     |                 |
| VEHICLE 1:                                      | VEHICLE 2:           | PRINT? Y/N MAST     | CER: Y LOCAL: Y |
| MESSAGE:  |                      |                     |                 |
| F1=HELP F2=SWAP F3=                             | CANCEL F4=SEARCH MEN | NU F12=MASTER MENU  |                 |
|   |                      |                     |                 |

I V

# . MONIES DIRECTORY MAINTENANCE DATA ENTRY PROCEDURES

#### A. Record Type

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#### 1. Individual Records

Individual records are the records that produce the alphabetical listing of state employees in the directory. All users will have access to these records statewide through the *Universal Inquiry* access method. Agency Telecom Coordinators and their appointees are given update access to their agency records, they are then responsible for the maintenance of their agency's records.

#### 2. Departmental Records

These records produce the departmental listings in the State of Illinois Telephone Directory. The update access is available to Agency Telecom Coordinators and their appointees who have been trained in their use and maintenance.

#### **B.** Things to Remember

- When entering information into the Middle Initial field, DO NOT use any punctuation.
- If a record is being deleted, always change the field "Print?" to N and N.
- The following fields MUST be keyed in upper/lower case:

First Name Middle Responsibility E-Mail

• When keying in a location code, always make sure the correct address information appears on the right side of the screen following "LOCATED." If a message "Location Not Found" appears, recheck the location code and reenter correctly, or contact CMS Telecom; the location code may need to be added to the Directory Location Code File.

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- When keying in an Accounting Unit, always make sure that the description appears on the right side of the screen. If
  no description appears make sure the right AU was keyed in, if no description still appears, CMS may need to add it to
  the Directory AU file.
- Each user agency must internally establish some procedure to ensure that the coordinator is notified when changes occur. This will allow the coordinator to maintain the database more accurately and in a timely manner.
- When adding new individuals, always inquire the database first to avoid duplicate records being entered.
- F3 (Universal key) will always back up one screen at a time.
- F12 (Universal key) will back up to the Master Menu and save nothing.

#### C. Location Codes

A Location Code is a 17-character field in MONIES that is kept in a master table. This 17-digit code ties to a physical address. The Location Code is made up of six sub-fields known as levels. Each level identifies a part of the mailing or street address. Location Codes are unique to a particular address, the system draws the description of that address from this table. All users must understand the structure of Location Codes well enough to verify their accuracy. The following will explain the levels, and the description fields that are used to build the mailing or street address.

1. Location Code Level fields

The following diagram will explain the 'top-down' relationships of the six levels:



MONIES CORTORNIE DIRECTORI

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| Inquiry a | nd | Maintenance | <b>Procedures</b> |
|-----------|----|-------------|-------------------|
|-----------|----|-------------|-------------------|

| US | IL        | SPF | 1J        | 001 | 000   | is the Location Code for CMS's Communications  Building, 120 W. Jefferson St., 1st floor  (spaces break out the six levels and the final  two empty spaces show that only three of five  possible characters were used).      |
|----|-----------|-----|-----------|-----|-------|---|
| បន | xx        | xxx | xx        | xxx | xxxxx | 'Country' REQUIRED, a two-character code identifying the country (US = United States).  |
| xx | <u>IL</u> | xxx | xx        | xxx | xxxxx | 'State' REQUIRED, a two-character code identifying the state (IL = Illinois).   |
| xx | xx        | SPF | xx        | xxx | xxxxx | 'City' a three-character code identifying the city (SPF = Springfield, Chicago is broken down into many city codes).  |
| xx | xx        | xxx | <u>1J</u> | xxx | xxxxx | 'Site' a one or two-character code identifying building location / address (1J = 120 West Jefferson St.)  |
| xx | xx        | xxx | xx        | 001 | xxxxx | 'Floor' a one to three-character code identifying building floor # (001 = first floor).   |
| xx | xx        | xxx | xx        | xxx | 000   | ' <u>Dist.Pt.</u> ' a one to five-character code identifying specific (room #, suite #, etc.) distribution point (000 = a generic code without the last two characters that refers to all people and equipment on the floor). |

#### Location Code Structure

| NMMNL02 STATE OF ILLINOIS-COMPANY P002 07/16/00 10:39 NMOSL002 V4.2.0/P00 LOCATION CODE MAINTENANCE ==>  FUNCTION: CHANGE  CODE DESCRIPTION  COUNTRY US UNITED STATES  STATE IL ILLINOIS  CITY SPF SPRINGFIELD  SITE 1J 120 W JEFFERSON  FLOOR 001  DIST PT 000 .  COMPANY: AU #: ADDRESS: ADDRESS: CITY: SPRINGFIELD OWNER  SPRINGFIELD SPRINGFIELD OWNER SPRINGFIELD SPRINGFIELD SPRINGFIELD OWNER SPRINGFIELD SPRINGFIELD OWNER SPRINGFIELD SPRINGFIELD SPRINGFIELD SPRINGFIELD SPRINGFIELD SPRINGFIELD OWNER SPRINGFIELD |                                     |  |                       |                      |
|--|-------------------------------------|--|-----------------------|----------------------|
| NMOSL002 V4.2.0/P00   LOCATION CODE MAINTENANCE   ==>  |                                     | STATE OF                               | ILLINOIS-COMPANY P002 | 07/16/00             |
| CODE DESCRIPTION  COUNTRY US UNITED STATES  STATE IL ILLINOIS  CITY SPF SPRINGFIELD  SITE 1J 120 W JEFFERSON  FLOOR 001  DIST PT 000  COMPANY: AU #: ADDRESS: MAIL ADDRESS: CITY: ST/PROV ABBR: IL POST. CD: 62702   |                                     | 0 LOCATI                               | ON CODE MAINTENANCE   | ==>                  |
| COUNTRY US UNITED STATES  STATE IL ILLINOIS  CITY SPF SPRINGFIELD  SITE 1J 120 W JEFFERSON  FLOOR 001  DIST PT 000  COMPANY: AU #: ADDRESS: MAIL ADDRESS: CITY: ST/PROV ABBR: IL POST. CD: 62702   |                                     | FU                                     | NCTION: CHANGE        |                      |
| COUNTRY US UNITED STATES  STATE IL ILLINOIS  CITY SPF SPRINGFIELD  SITE 1J 120 W JEFFERSON  FLOOR 001  DIST PT 000  COMPANY: AU #: ADDRESS: MAIL ADDRESS: CITY: ST/PROV ABBR: IL POST. CD: 62702   |                                     |  |                       |                      |
| STATE IL ILLINOIS CITY SPF SPRINGFIELD SITE 1J 120 W JEFFERSON FLOOR 001 DIST PT 000  COMPANY: AU #: ADDRESS: MAIL ADDRESS: CITY: ST/PROV ABBR: IL POST. CD: 62702   |                                     | CODE                                   | DESCRIPTION           |                      |
| CITY SPF SPRINGFIELD  SITE 1J 120 W JEFFERSON  FLOOR 001  DIST PT 000 .  COMPANY: AU #: ADDRESS: MAIL ADDRESS: CITY: ST/PROV ABBR: IL POST. CD: 62702  | COUN                                | TRY US                                 | UNITED STATES         |                      |
| SITE 1J 120 W JEFFERSON  FLOOR 001  DIST PT 000  COMPANY: AU #: ADDRESS: ADDRESS: MAIL ADDRESS: CITY: ST/PROV ABBR:: IL POST. CD: 62702  | ST.                                 | ATE IL                                 | ILLINOIS              |                      |
| FLOOR 001 DIST PT 000  COMPANY: AU #: ADDRESS: 120 W JEFFERSON MAIL ADDRESS: CITY: SPRINGFIELD ST/PROV ABBR: IL POST. CD: 62702  | С                                   | ITY SPF                                | SPRINGFIELD           |                      |
| DIST PT 000  COMPANY: AU #: ADDRESS: 120 W JEFFERSON MAIL ADDRESS: CITY: SPRINGFIELD ST/PROV ABBR.: IL POST. CD: 62702   | s                                   | ITE 1J                                 | 120 W JEFFERSON       |                      |
| COMPANY: AU #: ADDRESS: ADDRESS: MAIL ADDRESS: CITY: SPRINGFIELD ST/PROV ABBR:: IL POST. CD: 62702   | FL                                  | OOR 001                                |                       |                      |
| AU #: ADDRESS: 120 W JEFFERSON MAIL ADDRESS: CITY: SPRINGFIELD ST/PROV ABBR.: IL POST. CD: 62702   | DIST                                | PT 000                                 |                       |                      |
| PREV. UPDATE BY: LINDA WHITTHORNE 04/17/92 14:20   | AU<br>AD<br>MA<br>CI                | 7 #:<br>DDRESS:<br>LIL ADDRESS:<br>TY: | SPRINGFIELD           |                      |
| NEXT KEY: US IL SPF 1J 002 000_ F1=HELP F2=SWAP F3=LOCATION MENU F12= MONIES MASTER MENNI  | F1=HELP F2=SWAP<br>F3=LOCATION MENU | EV. UPDATE BY                          | NEXT KEY:             | US IL SPF 1J 002 000 |

This screen is from the Profile Module and shows where Location Codes are built. The level fields are highlighted. The 'Country' and 'State' fields are self explanatory from a cursory review. The 'City' field is a three-character code identifying the city. (SPF = Springfield and Chicago ares broken down into many zone codes).

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#### 2. Location Code Description fields

| NMDML02<br>10:39            |                          | STATE OF         | ILLINOIS-COMPANY P002 07/16/00  |
|-----------------------------|--------------------------|------------------|---|
| NMOSL002                    | V4.2.0/P00               | LOCATIO          | N CODE MAINTENANCE ==>  |
|                             | =                        | FUN              | ICTION: CHANGE  |
|                             |                          | CODE             | DESCRIPTION   |
|                             | COUNTRY                  | US               | UNITED STATES   |
|                             | STATE                    | IL               | ILLINOIS  |
|                             | CITY                     | SPF              | SPRINGFIELD   |
|                             | SITE<br>FLOOR<br>DIST PT | 1J<br>001<br>000 | 120 W JEFFERSON   |
|                             | COMPANY:                 |                  |   |
|                             | AU #:                    |                  |   |
|                             | ADDRESS:                 |                  | 120 W JEFFERSON   |
|                             | MAIL ADDE                | RESS:            |   |
|                             | CITY:                    |                  | SPRINGFIELD   |
|                             | ST/PROV A                | BBR.:            | IL POST. CD: 62702  |
| F1=HELP<br>F3=LOCAT<br>MENU | F2=SWAP                  | UPDATE BY:       | LINDA WHITTHORNE 04/17/92 14:20 NEXT KEY: US IL SPF 1J 002 000 F12= MONIES MASTER |

This screen repeats the previous screen but has the description fields highlighted instead of the level fields.

Identifying Code
SITE

Description May be the

building name or address.

Example: 300 E Monroe

500 S Second Capitol Airport

An abbreviation may depict the address of a building (may or may not have any correlation to the description).

Example: AD - 300 E Monroe CK - 220 E Cook

An abbreviation may depict the name of the building.

Example: AB - Archives Building

SB - Stratton Office Building

A list of buildings to be printed has already been established by CMS.

The Site Level description field contains the address to be printed in the alphabetical listings.

**FLOOR** Three-digit Code for Floor (I.E., 007, Bmt). If floor is not known the Default Value is 000.

This field will print in the alphabetical directory listings.

Allowed Abbreviations:

Con - Concourse Bmt. Basement

or Actual Floor Number

**DIST. PT.** Five-digit code to identify a room number, suite number, etc. If room/suite number is not known

the default code is 000.

Standard abbreviations/methods:



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RM - Room STE - Suite

**COMPANY** Not used at this time.

AU# Not used.

**ADDRESS** Address associated with the location.

#### Allowed abbreviations:

PO BOX

RR # (Rural Route #)

- RD (Road)

- LN (Lane)

BLVD (Boulevard)

PKWY (Parkway)

HWY (Highway)

PL (Place)

DR (Drive)

- CT (Court)

- AVE (Avenue)

PLZ (Plaza)

CIR (Circle)

CTR (Center)

- RR #3, PO BOX 100

Numbered Streets 10 and under may be spelled out, 11 and above may be

numeric (i.e., Second, Tenth, 11th, 21st)

MAIL ADDRESS Not used.

**CITY** City - this field prints in the alphabetical directory listings.

**STATE** State - this field prints in the alphabetical directory listings.

ZIP Zip Code - this field prints in the alphabetical directory listings.

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#### D. Directory Maintenance Search Listing Menu

This section describes the procedures for getting to the location of specific directory records selected for updating or adding / deleting. Maintenance begins at the MONIES Master Menu.

| NMDMX 0 1           |                                      | STATE OF ILLINOIS-COMPANY P002  | 07/11/00 |
|---------------------|--------------------------------------|---|----------|
| 11:31               |                                      |   |          |
| NMOSX000 V4.2.0/P00 |                                      | MONIES SYSTEM   | ==>      |
| <del></del>         |                                      |   |          |
|                     |                                      | MASTER MENU   |          |
|                     |                                      | SELECTIONS:   |          |
|                     | 1<br>2<br>3<br>4<br>5<br>6<br>7<br>8 | ORDER MANAGEMENT INVENTORY BILLING ANALYSIS CORPORATE INFO DIRECTORY NETWORK ANALYSIS MANAGEMENT REPORTING PROBLEM MANAGEMENT PROFILE ELECTRONIC COMMUNICATIONS |          |
|                     | 4                                    | ENTER YOUR SELECTION  |          |
|                     |                                      | AND YOUR SECURITY ID: aaaaa   |          |
|                     |                                      | VOICE OR DATA (VO OR DA)  |          |
| F1=HELP F2=SWAP     |                                      |   |          |

- Enter "4" to 'select' Directory
- Enter your 'password'
- Press 'Enter'

| NMDMD01<br>15:41    |                  | STATE OF                                | ILLINOIS-C  | MPANY P002  |        | 07/  | 11/00 |
|---------------------|------------------|---|-------------|-------------|--------|------|-------|
| NMOEDS01 V4.2.0/P00 | С                | ORPORATE                                | INFORMATION | N DIRECTORY |        | ==>  |       |
|                     |                  |   | MASTER MEN  | J           |        |      |       |
|                     |                  | SELECT                                  | TIONS       |             |        |      |       |
|                     | 1<br>2<br>3<br>4 | INQUIRY<br>MAINTENA<br>REPORTIN<br>TEXT |             |             |        |      |       |
|                     | 2                | ENTER YO                                | UR SELECTIO | N           |        |      |       |
| ENTER=PROCESS F1=   | HELP             | F2=SWAP                                 |             | F12=MONIES  | MASTER | MENU |       |

'Master Menu'

- Enter "2" to select Maintenance
- Press 'Enter'

The Directory Selection Menu is displayed.

| NMDMD05<br>10:53           | ٤  | STATE OF ILLI                  | NOIS-CO | MPANY    | P002  | 07/14/0 | 00   |
|----------------------------|--|--------------------------------|---------|----------|---|---------|------|
| NMOEDS07 V4.2.0/E          | 00 CC                                    | RPORATE INFO                   | RMATION | DIREC    | TORY  | ==>     |      |
|                            |  | DIRECTORY S                    | ELECTIO | N MENU   |   | UPI     | DATE |
|                            |  | SEARCH SEI                     | ECTIONS | :        |   |         |      |
| 1<br>2<br>3<br>4<br>8<br>8 | PHONE FIRST AU CO LOCAT MAIL PHONE TITLE | NAME DDE CION CODE CODE NUMBER |         | 14<br>15 | RESP<br>OTHER<br>NET AUTH<br>CABLE<br>TELEX<br>ANSWEK<br>VEHICLE 1<br>VEHICLE 2 |         |      |
|                            |  | NUM DATA                       | (UP TO  | THREE    | SELECTIONS)   |         |      |
| F1=HELP F2=SWAP            | F3=CID                                   | MENU                           |         |          | F12=MONIES  | MASTER  | MENU |

The procedures for using the listed parameters to locate desired records are the same as those in Inquiry.



### Inquiry and Maintenance Procedures

Review and correct as necessary.

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| NMDMD05                      | STATE OF ILLINOI   | S-COMPANY P002  | 07/16/00       |
|------------------------------|--|---|----------------|
| 14:48<br>NMOEDS07 V4.2.0/P00 | CORPORATE INFORMA  | TION DIRECTORY  | ==>            |
|                              | DIRECTORY SELE   | CTION MENU  | UPDATE         |
|                              | SEARCH SELECT  | IONS:   |                |
|                              | NAME PHONETIC FIRST NAME AU CODE LOCATION CODE MAIL CODE PHONE NUMBER TITLE TITLE CODE | 10 RESP<br>11 OTHER<br>12 NET AUTH<br>13 CABLE<br>14 TELEX<br>15 ANSWBK<br>16 VEHICLE 1<br>17 VEHICLE 2 |                |
|                              |  | TO THREE SELECTIONS)  |                |
| F1=HELP F2=SWAP F            | B=CID MENU   | F12=MONI  | ES MASTER MENU |

- - "1" in the *NUM* column to select *NAME* as the primary search parameter -- this will cause the names to be sorted in alphabetical order.
- "Jones" in the *DATA* field as the beginning criteria will select every record where the last name that begins "JONESXXXX".
- "4" in the *NUM* field to add the additional restriction of selecting records with a particular AU.
- Press "Enter" to bring up the

Maintenance Search Listing Screen.

#### NOTE: Each search category must have a corresponding entry under "DATA."

The system compares the selection criteria with Master File records. If an exact match of the requested data is not found, the selection listing screen displays "NO MATCH FOUND."

The maintenance selections and add function codes are listed at the bottom of the screen.

| NMDMD06<br>14:56              | STATE C     | F ILLINOIS-                 | COMPANY PO              | 02 (                         | 07/16/00 |   |
|-------------------------------|-------------|-----------------------------|-------------------------|------------------------------|----------|---|
| NMOEDS07 V4.2.0/P             | 00 CORPOR   | TE INFORMAT                 | ION DIRECT              | ORY =                        | ==>      |   |
| UPDATE                        | SEARCH BY   | JONES                       | 4:                      | 16                           | PAGE     | 1 |
| SEL NAME                      |             |                             | AU                      | PHONE NO                     | MAIL     |   |
| CODE<br>_ JONES, Alex J.      |             | 416                         | 5531999 21<br>1.T001000 | 7-524-4244                   |          |   |
| _ JONES, Julia                |             | 416                         | 3050999 21              | 7-782-7722                   |          |   |
| $_{-}$ JONES, Linda           |             | USILSPF:<br>416<br>USILSPF: | 3070999 21              | 7-785-9086                   |          |   |
| _ JONES, Marilyn              |             |                             | 3015999 21<br>SB005501  | 7-524-8701<br>REC REINSTATEI | ON       |   |
| 07/07/94<br>_ JONES-MYERS, Ja | cqueline    |                             | 0110999 21<br>SB007704  | 7-782-5052                   |          |   |
|                               |             |                             |                         |                              |          |   |
| SEL I=INQUIR                  | Y C=CHANG   | E D=DELET                   | re r=re                 | INSTATE                      |          |   |
| *** END OF SEARCH             | ***         |                             |                         | ADD FUN                      | CTIONS-  |   |
| F1=HELP F2=SWAP               | F7=BACKWARD | F8=FORWARD                  |                         | F4=INDIV                     | F9=ORG   | G |

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#### **E.** Maintenance Functions

#### 1. Add

| NMDMD06<br>14:56  | STATE       | OF ILLINOIS-  | COMPANY P               | 002         | 07/16/00 |
|-------------------|-------------|---------------|-------------------------|-------------|----------|
| NMOEDS07 V4.2.0/P | 00 CORPOR   | RATE INFORMAT | ON DIREC                | TORY        | ==>      |
| UPDATE            | SEARCH BY   | JONES         | 4                       | 416         | PAGE 1   |
| SEL NAME          |             |               | AU                      | PHONE NO    | MAIL     |
| _ JONES, Alex J.  |             |               |                         | 17-524-4244 |          |
| _ JONES, Julia    |             |               | '1J001000<br> 3050999 2 | 17-782-7722 |          |
| _ COMED, UNITA    |             |               | SB005519                | 11 102 1122 |          |
| _ JONES, Linda    |             |               |                         | 17-785-9086 |          |
| _ JONES, Marilyn  |             |               | 'SB005503<br>3015999 2  | 17-524-8701 |          |
|                   |             |               |                         | REC REINSTA | red on   |
| 07/07/94          |             | 41.0          | 0110000 0               | 17-782-5052 |          |
| _ JONES-MYERS, Ja | cquerine    |               | 'SB007704               | 17-782-5052 |          |
|                   |             |               |                         |             |          |
|                   |             |               |                         |             |          |
|                   |             |               |                         |             |          |
| SEL I=INQUIR      | Y C=CHANG   | GE D=DELE     | TE R=RE                 | EINSTATE    |          |
| *** END OF SEARCH | ***         |               |                         | ADD FU      | NCTIONS  |
| F1=HELP F2=SWAP   | F7=BACKWARI | F8=FORWARD    | )                       | F4=INDI     | V F9=ORG |

To add a directory record, search by *NAME* (parameter 1 on the Search Selection Menu) to ensure the entry will not be a duplicate.

To add the listing Press '**F4**' . . .

| NMDMD08<br>10:06                                     | STATE OF ILLINOIS-C                     | OMPANY P002                             | 07/18/00 |
|--|---|---|----------|
|  | CORPORATE INFORMATION                   | N DIRECTORY                             | ==>      |
|  | UPDATE INDIVIDUA                        | L LISTING                               |          |
| FUNCTION: A  | EFFECTIVE: 07                           | 18 97 LAST UPDT:                        |          |
| LAST NAME: FIRST: TITLE CODE: RESP: ACCOUNTING UNIT: | SUFFIX: MIDDLE: TITLE: OTHER AU DI      | ESC:                                    | STAT:    |
| ML3: ML2:<br>LOC CODE:<br>MAIL CODE:                 | ML1:<br>ELEC MAIL:                      | 100                                     |          |
| PH 1: N<br>NET AUTH:<br>TELEX:<br>VEHICLE 1:         | 2: N<br>CABLE:<br>ANSWBK:<br>VEHICLE 2: | 3: N<br>INTNL AC:<br>PRINT? Y/N MASTER: | LOCAL:   |
| MESSAGE:   |   |   |          |
| F1=HELP F2=SWAP F3=0                                 | CANCEL F4=SEARCH MENU                   | F12=MASTER MENU                         |          |

This is the 'add individual listing' screen. It is enlarged on the next page with number references for the field explanations.



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**Inquiry and Maintenance Procedures** 

8 0 DMDMM STATE OF ILLINOIS-COMPANY P002 07/16/00 16:54 NMOEDS10 V4.2.0/P00 CORPORATE INFORMATION DIRECTORY UPDATE INDIVIDUAL LISTING FUNCTION: A EFFECTIVE: LAST UPDT: SUFFIX: 5 EMP/SSAN#: 7 LAST NAME: STAT: MIDDLE: 9 10 FIRST: 8 NICKNAME: 12 TITLE CODE: TITLE: 14 13 RESP: OTHER: 15 16 ACCOUNTING UNIT: AU DESC: 17 LOCATED: 18 18 18 ML3: ML2: ML1:19 LOC CODE: MAIL CODE: 20 ELEC MAIL: 21 E-MAIL: **22** PH 1: N 23 2: N **24** 3: N **25** 27 26 CABLF: NET AUTH: INTNL AC: 28 29 30 TELEX: ANSWBK: **32** PRINT? Y/N MASTER: 33 LOCAL: 34 VEHICLE 1: VEHICLE 2: 35 MESSAGE: F4=SEARCH MENU F1=HELD F2=SWAP F3=CANCEL F12=MASTER MENU

#### 'Individual Record' Fields

NOTE: The following descriptions are intended to provide general guidelines and recommendations for using the different fields in the Individual Listing Screen. It is important to follow these descriptions exactly (this applies especially to capitalization and punctuation) in order to preserve the form and accuracy of the directory. All MANDATORY fields must be completed. It is recommended that optional information in the non-printing fields be entered wherever possible.

- **1. Function** System Generated It will appear as one of the following--
  - A -- ADD Invoked by pressing F4 -- do not try to add a record by entering an 'A' in the SEL field.
  - C -- CHANGE Update an existing record -- invoked by entering a 'C' in the SEL field.
  - D -- DELETE an existing record -- invoked by entering a 'D' in the SEL field. Confirms intentions with the message, "Delete Y or N? \_," beside this symbol.
  - R -- REINSTATE a deleted record -- invoked by entering a 'R' in the SEL field.
- **2. Eff Date** Date the record became active / changed / deleted / reinstated. (System Generated may be changed to anything forward of the date inserted by the system). Defaults to the current date.
- 3. Last Updt The initials of the person who last updated the record, and the date and time the record was last updated. (System Generated cannot change it)



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**4. Last Name** MANDATORY - Person's last name. Prints first as the last name in all capitals. Data will be converted to all uppercase regardless of entry. Dashes without proceeding or trailing spaces should be used where

two last names have been combined.

Length = up to 20 alphabetic characters.

**5. Suffix** If applicable. The "lineage" of the individual. (Example: Jr., III, Sr., etc.). Prints in the directory. All

characters are processed as keyed. If capital letters are preferred, they must be keyed as desired.

Length = three alphanumeric characters.

6. Emp/SSAN# Optional. Social Security Number. For agency use only, does not print in the directory, and will only

appear in change mode not inquiry mode.

Length = nine characters

7. Status DO NOT USE – DO NOT DELETE ANY RECORDS WITH EITHER AN "O" OR A "D" IN

**THIS FIELD.** For the State Telephone Operators use ONLY.

**8. First** MANDATORY Person's first name (may be an initial - no punctuation). Prints after last

name. Key data in upper/lower case - Example: Robert, Thomas, Susan, etc.

Length = up to 16 characters

**9. Middle** Optional. Person's middle name (may be an initial - no punctuation). Prints after first

name. Key data in upper/lower case.

Length = up to 16 characters

10. Nickname Optional. Person's preferred name (e.g., Bill instead of William). This field does not print.

Key data in upper/lower case.

Length = up to 16 characters

- 11. Title Code Optional. This field does not print. (The agency-assigned code for employee title)
- **12. Title** Optional. This field does not print. (Employee's job title)
- **13. Resp** MANDATORY This field is used to note the division or section of the individual (e.g.

Telecommunications, Executive Office, etc.). Prints below the individual's name. This field contains data that appeared in the last printed directory and appears in the Responsibility field.

Key in upper/lower case.

Length = up to 20 characters.

- **14. Other** Optional. This field does not print, agencies may use this for miscellaneous information.
- **15. Accounting MANDATORY** Individual's accounting unit. Accounting Units contain information from the **Unit** CUSAS Accounting Codes.

Example: 416 - Three-digit CUSAS Code for an agency

55 - Division Code

Length = 10 characters

**16. AU Desc.** Description of Accounting Unit. Agency name, system generated, if an AU code is

entered and the system does not find a mach, it will prompt with "AU NOT ON FILE."

**17. Located** Street Address. System Generated expansion of the MONIES Location Code.



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**18. ML3, -2, -1** Management Level, three levels of management that may be defined for each AU contained in the Master File. System Generated from the AU.

19. Loc Code MANDATORY. A unique code which identifies the location of an individual. The Location Code drives

Length = Up to 17 alphanumeric characters

the address information in all modules of the system.

20. Mail Code THIS FIELD IS USED FOR DEPARTMENTAL RECORDS AND SPECIAL

CONSIDERATIONS FOR INDIVIDUAL RECORDS. DO NOT USE WITHOUT

CONSULTING THE CMS STAFF.

**21. Elec Mail** Not used.

22. E-Mail Optional, but recommend to be used. Person's Internet address. Keyed in upper/lower case, all

special characters allowed except for the tildie (~).

Length = up to 60 characters

23. Phone 1 MANDATORY. Person's primary phone number. This is the phone number that will

appear in the printed directory.

Length = 10 digits (area code = 3, prefix = 3, extension = 4).

**24. Phone 2** Optional. For agency use, could be used for person's alternate work number. This phone

number only appears when in the change mode, not in the inquiry mode.

Length = 10 digits (area code = 3, prefix = 3, extension = 4)

**25. Phone 3** Optional. For agency use, could be used for person's mobile number, fax number, home phone

number, etc. This phone number only appears on the screen when in the change mode -- not in

the inquiry mode.

Length = 10 digits (area code = 3, prefix = 3, extension = 4)

NOTE: Phone numbers may not be duplicated. When used, Phone 1, 2, and 3 must be unique.

**26. Net Auth** Not used. Length = 10 alphanumeric characters

**27. Cable** Not used. Length = 15 alphanumeric characters.

**28.** Intnl Ac Optional. This is the primary telephone number for a person outside the U.S. The

International access number that may be used by authorized individuals to place calls

outside the USA.

Length = 14 alphanumeric characters.

**29.** Telex Not used. Length = 14 alphanumeric characters.

**30. Answbk** Not used. Length = 17 alphanumeric characters

**31. Vehicle 1** Optional. The identifying number of vehicle(s) assigned to employees who have state car

privileges; or of personal vehicles registered for access to secured facilities.

Length = up to eight characters

32. Vehicle 2 Optional. The identifying number of vehicle(s) assigned to employees who have state car

privileges; or of personal vehicles registered for access to secured facilities.

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Length = up to eight characters

33. Print? Y/N MASTER

**MANDATORY.** Indicates if the record is to be included in the published State of Illinois Telephone Directory and the Internet. Y=the record will be printed in the directory, posted on The Internet, and available for inquiry and maintenence. N=the records remains available for inquiry and maintenance but will not print in a directory or be posted on the Internet.

34. Print? Y/N LOCAL **MANDATORY.** Indicates if the e-mail address should be published in the directory and posted on the Internet. This is an all or nothing choice, the e-mail address can not be published in the directory without it posted on the Internet, and vise versa. Y= the e-mail address will be printed in the directory and posted on the Internet. N= the e-mail address available for inquiry and maintenance but will not be print in the directory or post to the Internet.

Note: Both Fields Print Master/Local should be reset to 'N' when deleting records so they will not inadvertently show up in the printed directory.

35. Message

Optional. For agency use for information or comments as desired. May be used to indicate that an individual is on a six month leave of absence, etc. The left-hand side of the message field is 30 characters long and may contain any text. However, when a record is deleted, this field is overlaid by a delete message and calendar date. The right field is 20 characters long and may contain any text. However, when a person's surname is changed, this field is overlaid by their previous surname.

When all required fields are complete, press ENTER. The following options are presented:

| <u>To</u>   | Action  |
|---|---|
| Add the new record to the master  | Press F5. The record is added to the file and the Updated Individual Listing Screen is redisplayed in add mode. |
| Return to the previous selection screen   | Press F3. The add is canceled and the Search Listing Screen is displayed.                                       |
| Redisplay the update individual listing screen (in case more information is needed) | Press F9. The cursor returns to the top of the screen and the message "Continue Input" is displayed.            |
| Redisplay the original blank add record to start over                               | Press CLEAR. The fields just entered are erased and no record was updated.                                      |

2. Change

NOTE: The 'F10' key acts as a toggle when in the Individual Record screen to alternate between the Change and Delete modes.



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| NMDMD05<br>15:26                          | STATE OF ILLINOI   | S-COMPANY P002  | 07/21/00         |
|---|--|---|------------------|
| NMOEDS07 V4.2.0/P00                       | CORPORATE INFORM   | MATION DIRECTORY  | ==>              |
| UPDATE                                    | DIRECTORY SEL  | ECTION MENU   |                  |
|   | SEARCH SELEC   | TIONS:  |                  |
| 1<br>2<br>3<br>4<br>5<br>6<br>7<br>8<br>9 | NAME PHONETIC FIRST NAME AU CODE LOCATION CODE MAIL CODE PHONE NUMBER TITLE TITLE CODE | 10 RESP<br>11 OTHER<br>12 NET AUTH<br>13 CABLE<br>14 TELEX<br>15 ANSWBK<br>16 VEHICLE 1<br>17 VEHICLE 2 |                  |
|   | NUM DATA ( 01 JONES 04 416   | UP TO THREE SELECTIONS  | 5)               |
| F1=HELP F2=SWAP F                         | 3=CID MENU   | F12=MOI   | NIES MASTER MENU |

STATE OF ILLINOIS-COMPANY POO2

CORPORATE INFORMATION DIRECTORY

AU

USILSPF1J001000 4163050999 217-782-7722

4165531999 217-524-4244

PHONE NO

07/16/00 PAGE MAIL

4163050999 217-782-7722 USILSPFSB005519 4163070999 217-785-9086 USILSPFSB005503 4163015999 217-524-8701 USILSPFSB005501 REC REINSTATED ON \_ JONES, Marilyn 4160110999 217-782-5052 JONES-MYERS, Jacqueline USTLSPFSB007704

SEL I=INQUIRY C=CHANGE D=DELETE R=REINSTATE

SEARCH BY JONES

14:56 NMOEDS07 V4.2.0/P00

\_ JONES, Alex J.

\_ JONES, Julia

\_ JONES, Linda

UPDATE

SEL NAME

\*\*\* END OF SEARCH \*\*\* --ADD FUNCTIONS--F1=HELP F2=SWAP F7=BACKWARD F8=FORWARD F4=INDIV F9=ORG

STATE OF ILLINOIS-COMPANY P002 NMDMD06 07/21/00 NMOEDS07 V4.2.0/P00 CORPORATE INFORMATION DIRECTORY UPDATE SEARCH BY JONES 416 PAGE AU PHONE NO NAME \_ JONES, Alex J. 4165531999 217-524-4244 USILSPF1J001000 C JONES, Julia 4163050999 217-782-7722 USILSPFSB005519 C JONES, Linda 4163070999 217-785-9086 USILSPFSB005503 4163015999 217-524-8701 USILSPFSB005501 REC REINSTATED ON \_ JONES, Marilyn 07/07/99 \_ JONES-MYERS, Jacqueline 4160110999 217-782-5052 USILSPFSB007704 SEL I=INQUIRY C=CHANGE D=DELETE R=REINSTATE
\*\*\* END OF SEARCH \*\*\*
FUNCTIONS-F1=HELP F2=SWAP F7=BACKWARD F8=FORWARD --ADD F4=INDIV

To change a directory record, enter the search criteria the Search Selection Menu.

Press Enter

The Selected Listing Screen is displayed.

NOTE: When searching by AU, the first record on the Search Listing may be a departmental record.

To change a record, type a 'C' to the left of that record.

Press Enter

More than one record on the screen may be selected. All selected records are queued (not displayed) and returned in sequence until complete.

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| NMDMD08  | STATE OF ILLINOIS-COMPANY P002                        | 07/21/00         |
|--|---|------------------|
| 15:17  |   |                  |
| NMOEDS10 V4.2.0/P00  | CORPORATE INFORMATION DIRECTORY                       | ==>              |
|  | UPDATE INDIVIDUAL LISTING                             |                  |
| FUNCTION: C<br>1405  | EFFECTIVE: 06 24 88 LAST UPDT                         | : CKP 07/08/92   |
| LAST NAME: JONES FIRST: Julia TITLE CODE: RESP: Persnl-Adm | SUFFIX: EMP/SSAN#: MIDDLE: NICKNAME: TITLE: in OTHER: | STAT:            |
| ACCOUNTING UNIT: 41630                                     |   |                  |
| ML3: 416 ML2: 4<br>LOC CODE: USILSPFSB005                  | 1630 ML1: 4163050 005 RM 519                          |                  |
| MAIL CODE:<br>E-MAIL:                                      | ELEC MAIL: SPRINGFIELD                                | IL 62706         |
| PH 1: N 217 782 7722                                       | 2: N 3: N   |                  |
| NET AUTH:<br>TELEX:  | CABLE: INTNL AC                                       | 2:               |
|  | VEHICLE 2: PRINT? Y/N MAS                             | STER: Y LOCAL: Y |
| MESSAGE:   |   |                  |
| F1=HELP F2=SWAP F3=C                                       | ANCEL F4=SEARCH MENU F12=MASTER MENU                  | J                |

An "UPDATE INDIVIDUAL LISTING" screen is displayed in change mode. Fields that may be changed are those in green, the fields can be accessed by pressing the 'TAB' key.

F3 will cancel this screen, pressing F5 will save the changes. Either action will bring up the next screen.

| NMDMD08<br>15:40                          | STATE OF ILLINOIS-COM | IPANY P002                 | 07/21/00      |
|---|-----------------------|----------------------------|---------------|
| NMOEDS10 V4.2.0/P00                       | CORPORATE INFORMATION | 1 DIRECTORY                | ==>           |
|   | UPDATE INDIVIDUAL     | LISTING                    |               |
| FUNCTION: C 1404                          | EFFECTIVE: 03         | 07 95 LAST UPDT: W         | FW 03/07/95   |
| FIRST: Linda<br>TITLE CODE:               | MIDDLE: TITLE:        | EMP/SSAN#:<br>NICKNAME:    |               |
| ACCOUNTING UNIT: 41630                    |                       | SC: CMS-BOP-UPWARD         |               |
| ML3: 416 ML2: 4<br>LOC CODE: USILSPFSB005 | 1630 ML1: 4163070     | 005 RM 503<br>401 S SPRING |               |
| MAIL CODE:<br>E-MAIL:                     |                       | SPRINGFIELD                | IL 62706      |
| PH 1: N 217 785 9086                      | 2: N                  | 3: N                       |               |
| NET AUTH:                                 | CABLE:                | INTNL AC:                  |               |
| TELEX:                                    | ANSWBK:               |                            |               |
| VEHICLE 1:                                | VEHICLE 2:            | PRINT? Y/N MASTE           | R: Y LOCAL: Y |
| MESSAGE:                                  |                       |                            |               |
| F1=HELP F2=SWAP F3=0                      | ANCEL F4=SEARCH MENU  | F12=MASTER MENU            |               |

 Make corrections to displayed record
 Press Enter

If more than one record was requested from the Selection Screen, the next listing chosen is displayed. If no additional records were requested, the Selection Screen is redisplayed.

Pressing F10 in the individual record will keep the same record and toggle it between the change mode and the delete mode.



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| NMDMD08  | STATE OF ILLINOIS-COMPAN | Y P002 07/21/0          | 10    |
|--|--------------------------|-------------------------|-------|
| 16:01  |                          |                         |       |
| NMOEDS11 V4.2.0/P00  | CORPORATE INFORMATION DI | RECTORY ==>             |       |
|  |                          |                         |       |
| UPDATE INDIVIDUAL LISTING  |                          |                         |       |
| OF SHIP THE PUBLIC PROTEIN   |                          |                         |       |
|  |                          |                         |       |
| FUNCTN: D DELETE? Y OR   | N ? EFFECTIVE: 03 07 95  | LAST UPDT: WFW 03/07/95 | 1404  |
|  |                          |                         |       |
| LAST NAME: JONES   | SHEETX: E                | MP/SSAN#: STA           | т:    |
| EIDET: Tinda   | SUFFIX: E                | NICKNAME.               |       |
| TIKSI: DINGA   | TITLE:                   | _ NICKNAME.             |       |
| TITLE CODE:  | TILLE.                   |                         |       |
| RESP: Persnl-Upward Mobil OTHER:   |                          |                         |       |
| ACCOUNTING UNIT: 4163070999 AU DESC: CMS-BOP-UPWARD MOBILITY                                     |                          |                         |       |
| LOCATED: WM G STRATTON BUILDING  |                          |                         |       |
| ML3: 416 ML2: 4  | 1630 ML1: 4163070        | 005 RM 503              |       |
| LOC CODE: USILSPFSB005   | 503                      | 401 S SPRING            |       |
| MAIL CODE:   | ELEC MAIL:               |                         | 2706  |
| E-MATI:  |                          |                         |       |
|  | 2: N                     | 3: N                    |       |
| NET AUTHUS   | 2: N<br>CABLE:           | TNUMI AC:               |       |
| NEI AUIN:  | CADLE.                   | ININL AC                |       |
| TELEX: ANSWBK: PRINT? Y/N MASTER: Y LOCAL: Y VEHICLE 1: VEHICLE 2: PRINT? Y/N MASTER: Y LOCAL: Y |                          |                         |       |
| VEHICLE 1:   | VEHICLE 2: P             | RINT? Y/N MASTER: Y LOC | AL: Y |
|  |                          |                         |       |
| MESSAGE:   |                          |                         |       |
|  |                          |                         |       |
|  |                          |                         |       |
| F1=HELP F2=SWAP F3=CANCEL F4=SEARCH MENU F12=MASTER MENU   |                          |                         |       |
|  |                          |                         |       |

The LAST UPDT field (at the top right of the screen) is protected. This field notes the date and time at which modifications were previously made to this record, and includes the initials of the individual who made the changes.

#### STATE OF ILLINOIS-COMPANY P002 NMDMD05 16:44 NMOEDS07 V4.2.0/P00 CORPORATE INFORMATION DIRECTORY DIRECTORY SELECTION MENU UPDATE SEARCH SELECTIONS: NAME RESP PHONETIC FIRST NAME AU CODE LOCATION CODE 11 12 13 14 OTHER NET AUTH CABLE TELEX MAIL CODE PHONE NUMBER TITLE ANSWBK VEHICLE 1 VEHICLE 2 TITLE CODE NUM DA 01 JONES 04 416 DATA (UP TO THREE SELECTIONS) F1=HELP F2=SWAP F3=CID MENU F12=MONIES MASTER MENU

3. Delete

 To delete a directory record, type the search criteria on the Search Selection Menu.
 Press Enter

The selected screen is displayed.



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| NMDMD06<br>14:56                 | STATE OF ILLINOIS     | G-COMPANY P002                                    | 07/16/00      |
|----------------------------------|-----------------------|---|---------------|
|                                  | CORPORATE INFORMA     | ATION DIRECTORY                                   | ==>           |
| UPDATE S                         | EARCH BY <b>JONES</b> | 416   | PAGE 1        |
| SEL NAME                         |                       | AU PHO  | NE NO MAIL    |
| _ JONES, Alex J.                 |                       | 165531999 217-524<br>PF1J001000                   | -4244         |
| <b>D</b> JONES, Julia            | ==                    | 63050999 217-782-<br>PESB005519                   | 7722          |
| _ JONES, Linda                   | 41                    | 163070999 217-785<br>PFSB005503                   | -9086         |
| ${f D}$ JONES, Marilyn           |                       | 63015999 217-524-<br>PESB005501 REC               |               |
| 07/07/94<br>_ JONES-MYERS, Jacqu | ueline 41             | 2FSB005501 REC<br>160110999 217-782<br>PFSB007704 |               |
|                                  |                       |   |               |
|                                  |                       |   |               |
| SEL I=INQUIRY                    | C=CHANGE D=DELI       | ETE R=REINST                                      | ATE           |
| *** END OF SEARCH **             | *                     | 2   | ADD FUNCTIONS |
| F1=HELP F2=SWAP F7               | =BACKWARD F8=FORWAF   | <b>F4</b>   | =INDIV F9=ORG |

• On the applicable selection screen, type a 'D' in the field to the left of each individual record to delete.

Press Enter

An "UPDATE INDIVIDUAL LISTING" screen is displayed in delete mode.

STATE OF ILLINOIS-COMPANY P002 07/21/00 NMOEDS10 V4.2.0/P00 CORPORATE INFORMATION DIRECTORY HEDATE INDIVIDUAL LISTING FUNCTN: **D DELETE? Y OR N** \_ EFFECTIVE: 06 24 88 LAST UPDT: CKP 07/08/92 1405 SUFFIX: LAST NAME: JONES EMP/SSAN#: STAT: FIRST: Julia MIDDLE: TITLE CODE: RESP: Persnl-Admin NICKNAME: TITLE: OTHER: OTHER:
AU DESC: CMS-BOP-ADMINISTRATION
LOCATED: WM G STRATTON BUILDING ACCOUNTING UNIT: 4163050999 ML2: 41630 ML1: 4163050 ML3: 416 005 RM 519 ML3: 416 ML2: 4163(
LOC CODE: USILSPFSB005519
MAIL CODE: EL!
E-MAIL:
PH 1: N 217 782 7722
NET AUTH:
TELEX:
VPUICLE 1: VI 401 S SPRING ELEC MAIL: SPRINGFIELD IL 62706 CABLE: INTNL AC: ANSWBK: PRINT? Y/N MASTER: Y LOCAL: Y VEHICLE 1: MESSAGE: F1=HELP F2=SWAP F3=CANCEL F4=SEARCH MENU F12=MASTER MENU

All of the fields on this screen are protected and may not be changed. The message "DELETE? (Y or N) \_\_" appears at the top of the screen.

 Type a 'Y' to flag the record for deletion.

Press Enter

STATE OF ILLINOIS-COMPANY P002 07/21/00 NMOEDS07 V4.2.0/P00 CORPORATE INFORMATION DIRECTORY SEARCH BY JONES UPDATE PAGE SEL NAME ATT PHONE NO MATT. 4165531999 217-524-4244 \_ JONES, Alex J. USILSPF1J001000 4163050999 217-782-7722 \_ JONES, Julia USILSPFSB005519 RECORD DELETED ON 07/21/99 4163070999 217-785-9086 USILSPFSB005503 4163015999 217-524-8701 \_ JONES, Linda \_ JONES, Marilyn USILSPFSB005501 4160110999 217-782-5052 USILSPFSB007704 \_ JONES-MYERS, Jacqueline SEL I=INQUIRY C=CHANGE D=DELETE R=REINSTATE \*\*\* END OF SEARCH \*\*\* --ADD FUNCTIONS-F1=HELP F2=SWAP F7=BACKWARD F8=FORWARD F9=ORG F4=INDIV

The Search Listing Screen is redisplayed with the message "RECORD DELETED ON 00/00/00" next to the deleted records.

• Type 'N' to cancel the deleted request.

Press Enter

If more than one record was requested from the Selection Screen, the next individual listing

chosen is displayed. If no additional records were requested, the Selection Screen is redisplayed.



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#### 4. Reinstate

If a record is accidentally deleted it can be reinstated.

| NMDMD05<br>08:53   | STATE OF ILLINOIS-COMPA  | ANY P002  | 07/25/00        |
|--------------------|--|---|-----------------|
|                    | CORPORATE INFORMATION I  | DIRECTORY   | ==>             |
|                    | DIRECTORY SELECTION  | MENU  | UPDATE          |
|                    | SEARCH SELECTIONS:   |   |                 |
| 4                  | NAME PHONETIC FIRST NAME AU CODE LOCATION CODE MAIL CODE PHONE NUMBER TITLE TITLE CODE | 10 RESP<br>11 OTHER<br>12 NET AUTH<br>13 CABLE<br>14 TELEX<br>15 ANSWBK<br>16 VEHICLE 1<br>17 VEHICLE 2 |                 |
|                    | NUM DATA (UP TO 1<br>01 JONES  |   | )               |
| F1=HELP F2=SWAP F3 | B=CID MENU   | F12=MON   | IES MASTER MENU |

• Enter the selection menu of the maintenance mode for the record deleted

|  | OF ILLINOIS-COMPANY P                             | 002         | 07/25/00 |
|--|---|-------------|----------|
| 09:01<br>NMOEDS07 V4.20/P00 CORPORA                            | TE INFORMATION DIRECTO                            | ORY         | ==>      |
| UPDATE SEARCH BY PAGE 1  | JONES   | 416         |          |
| SEL NAME   | AU  | PHONE NO    | MAIL     |
| CODE<br>_ JONES, Alex J.                                       | 4165531999 2:<br>USILSPF1J001000                  | 17-524-4244 |          |
| R JONES, Julia   | 4163050999 21                                     | 7-782-7722  |          |
| US   | ILSPFSB005519 RECOR                               | D DELETED   | ON       |
| 07/25/99   |   |             |          |
| _ JONES, Linda<br>_ JONES, Marilyn                             | 4163070999 2:<br>USILSPFSB005503<br>4163015999 2: |             |          |
| _ UONES, MALILYN   | USILSPFSB005501                                   | 1/-524-8/01 |          |
| _ JONES-MYERS, Jacqueline                                      | 4160110999 23<br>USILSPFSB007704                  | 17-782-5052 |          |
| SEL I=INQUIRY C=CHANGE D=DELE  *** END OF SEARCH *** FUNCTIONS | TE R=REINSTATE                                    |             | ADD      |
| F1=HELP F2=SWAP F7=BACKWARD<br>F9=ORG                          | F8=FORWARD  | F           | 4=INDIV  |

• To bring the record back to active status, enter an **R**' (for 'reinstate') in the Sel field to the left of the name

Press 'Enter' to go to the Reinstate Screen

| NMDMD08                          | STATE OF ILLINOIS-COM        | PANY P002               | 07/25/00         |
|----------------------------------|------------------------------|-------------------------|------------------|
| 09:11                            |                              |                         |                  |
| NMOEDS10 V4.2.0/P00              | CORPORATE INFORMATION        | DIRECTORY               | ==>              |
|                                  | UPDATE INDIVIDUAL            | T TOMENO                |                  |
|                                  | OPDATE INDIVIDUAL            | LISTING                 |                  |
|                                  |                              |                         |                  |
| FUNCTN: R REINSTATE              | <b>:?Y/N Y</b> EFFECTIVE: 06 | 5 24 88 LST UPDT:       | MAT 07/25/97     |
| 0901                             |                              |                         |                  |
|                                  |                              |                         |                  |
| LAST NAME: JONES<br>FIRST: Julia | SUFFIX:                      | EMP/SSAN#:<br>NICKNAME: | STAT:            |
| TITLE CODE:                      | MIDDLE:                      | NICKNAME:               |                  |
| RESP: Persnl-Adm                 |                              |                         |                  |
| ACCOUNTING UNIT: 41630           |                              | SC: CMS-ROP-ADMIN       | TSTRATION        |
| 110000111110 01111 11030         |                              | ED: WM G STRATTON       |                  |
| ML3: 416 ML2: 4                  | 1630 ML1: 4163050            | 005 RM 519              |                  |
| LOC CODE: USILSPFSB005           |                              | 401 S SPRING            |                  |
| MAIL CODE:                       | ELEC MAIL:                   | SPRINGFIELD             | IL 62706         |
| E-MAIL:                          |                              |                         |                  |
|                                  | 2: N                         | 3: N                    |                  |
| NET AUTH:                        | CABLE:                       | INTNL AC:               |                  |
| TELEX:<br>VEHICLE 1:             | ANSWBK:                      | DDINTO V/N MACT         | דם. ע ז המאז. ע  |
| ARIIICHE I.                      | VEHICUE Z.                   | FRINI: I/N MASI         | ER. I DOCAL. I   |
| MESSAGE: RECORD DELET            | ED ON 07/25/97               |                         |                  |
|                                  | ,,,                          |                         |                  |
|                                  |                              | EE HODATE -             | 10 143 0mmn 14mm |
| F1=HELP F2=SWAP F3=C             | ANCEL F4=SEARCH MENU         | F5-UPDATE F.            | LZ=MASTER MENU   |

• Enter 'Y' in the Function Field to answer yes to the prompt to confirm reinstatement.

Press F5 to update the file.

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The Search Listing screen confirms that the record has been reinstated.

| menum 0.6                      | 2m1mn on 111111011                                  |                            | 0.0        | 07/05/00         |
|--------------------------------|---|----------------------------|------------|------------------|
| NMDMD06<br>09:21               | STATE OF ILLINOIS                                   | S-COMPANY PU               | 102        | 07/25/00         |
|                                | CORPORATE INFORMA                                   | ATION DIRECT               | ORY        | ==>              |
| UPDATE S                       | SEARCH BY JONES                                     |                            | 416        | PAGE             |
| SEL NAME                       |   | AU                         | PHONE NO   | MAIL             |
| _ JONES, Alex J.               |   | 165531999 21<br>PF1J001000 | 7-524-4244 |                  |
| _ JONES, Julia                 | 41  | 63050999 21                | 7-782-7722 |                  |
|                                | USILSPFSB005519                                     | REC RE                     | INSTATED   | ON               |
| 07/25/99                       |   |                            |            |                  |
| _ JONES, Linda                 |   | 163070999 21<br>PFSB005503 | 7-785-9086 |                  |
| _ JONES, Marilyn               |   | L63015999 21<br>PFSB005501 | 7-524-8701 |                  |
| _ JONES-MYERS, Jacqu           |   | L60110999 21<br>PFSB007704 | 7-782-5052 |                  |
| *** END OF SEARCH ** FUNCTIONS | NGE D=DELETE R=REINST<br>**<br>7=BACKWARD F8=FORWAF |                            |            | -ADD<br>F4=INDIV |

| ir-                                       |  |                            |   |          |      |
|---|--|----------------------------|---|----------|------|
| NMDMD05<br>16:44                          | STATE OF ILLINOIS-COME   | PANY P                     | 002   | 07/21/00 |      |
| NMOEDS07 V4.2.0/P00                       | CORPORATE INFORMATION  | DIREC                      | TORY  | ==>      |      |
|   | DIRECTORY SELECTION  | NENU                       |   | UPDA     | TE   |
|   | SEARCH SELECTIONS:   |                            |   |          |      |
| 1<br>2<br>3<br>4<br>5<br>6<br>7<br>8<br>9 | NAME PHONETIC FIRST NAME AU CODE LOCATION CODE MAIL CODE PHONE NUMBER TITLE TITLE CODE | 11<br>12<br>13<br>14<br>15 | RESP<br>OTHER<br>NET AUTH<br>CABLE<br>TELEX<br>ANSWBK<br>VEHICLE 1<br>VEHICLE 2 |          |      |
|   | NUM DATA (UP TO 01 JONES 04 416  | THREE                      | SELECTIONS)   |          |      |
| F1=HELP F2=SWAP F                         | B=CID MENU   |                            | F12=MONIES  | MASTER   | MENU |

5. Inquire

• To inquire a directory record, type the search criteria on the Directory Selection Menu
Press Enter

The Select Listing Screen is displayed.



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| NMDMD06                            | STATE OF II       | LINOIS-COMPANY               | P002              | 07/16/00   |   |
|------------------------------------|-------------------|------------------------------|-------------------|------------|---|
| 14:56<br>NMOEDS07 V4.2.0/P00       | CORDORATE T       | MEUDMATTOM DIE               | FCTORV            | ==>        |   |
|                                    | CONTONALL         | NI OKUMITON DIN              | ECTORI            |            |   |
| UPDATE SEAR                        | RCH BY <b>JON</b> | ES                           | 416               | PAGE       | 1 |
| SEL NAME                           |                   | AU                           | PHONE NO          | MAIL       |   |
| _ JONES, Alex J.                   |                   | 4165531999                   | 217-524-4244      |            |   |
| _ JONES, Julia                     |                   |                              | 217-782-7722      |            |   |
| <b>I</b> JONES, Linda              |                   | 4163070999                   | 217-785-9086      |            |   |
| _ JONES, Marilyn                   |                   | USILSPFSB00550               | 3<br>217-524-8701 |            |   |
| _ UONES, MAIIIYII                  |                   | USILSPFSB00550               |                   | TATED ON   |   |
| 07/07/94<br>_ JONES-MYERS, Jacquel | ine               | 4160110999<br>USILSPFSB00770 |                   |            |   |
| SEL I=INQUIRY C=                   | CHANGE D          | =DELETE R=                   | REINSTATE         |            |   |
| *** END OF SEARCH ***              |                   |                              | ADD               | FUNCTIONS- |   |
| F1=HELP F2=SWAP F7=E               | ACKWARD F8=       | FORWARD                      | F4=IND            | IV F9=ORG  | G |

• To inquire a record, type an 'I' in the field to the left of each record Press Enter

If the selected record is that of an individual, the "INQUIRY INDIVIDUAL LISTING" screen is displayed. If the selected record is that of a departmental, the Inquiry "DEPARTMENTAL LIST" screen is displayed. The displayed fields are protected and may not be changed.

| NMDMD08<br>10:21   | STATE OF ILLINOIS-COMPANY P002                              | 07/22/00           |
|--|---|--------------------|
| NMOEDS10 V4.2.0/P00  | CORPORATE INFORMATION DIRECTORY                             | ==>                |
|  | INQUIRY INDIVIDUAL LISTING                                  |                    |
| FUNCTION: I<br>1404  | EFFECTIVE: 03 07 95 LAST U                                  | PDT: WFW 03/07/95  |
| LAST NAME: JONES FIRST: Linda TITLE CODE: PFSD: Persnl-Hnw | SUFFIX: EMP/SSAN#: MIDDLE: NICKNAME TITLE: ard Mobil OTHER: |                    |
| ACCOUNTING UNIT: 41630                                     | 70999 AU DESC: CMS-BOP-U<br>LOCATED: WM G STRA              | TTON BUILDING      |
| LOC CODE: USILSPFSB005                                     |   |                    |
| NET AUTH:  | 2: 3: CABLE: INTIL ANSWBK: VEHICLE 2: PRINT? Y/N            |                    |
| VEHICLE 1:   | VEHICLE 2: PRINT? Y/N                                       | MASTER: Y LOCAL: Y |
| MESSAGE:   |   |                    |
| F1=HELP F2=SWAP F3=C                                       | ANCEL F4=SEARCH MENU F12=MASTER M                           | ENU                |
|  |   |                    |

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#### V. DEPARTMENTAL RECORDS

#### A. Overview

The portion of the State of Illinois Telephone Directory containing departmental records has four columns of data. Three of the four columns vary as to the type of data each contains. The same field may contain an individual name for an agency and the next agency will use the same column for county, district, park, etc. The simplest approach to address the variety of uses for each column is to use the text lines. The text lines will be the source of the columnar information. Text line one information will be used to populate column one, text line two for column two etc. The information contained on the text lines will appear in the directory just as it is keyed.

The agency subtitles (Chicago, Springfield, Statewide, etc.) should contain the subtitle heading after the agency three-digit prefix and dash or the "Name 1:" line and text line one. The phone number is a required field and should be filled with all nine's or the agency's personnel phone number for titles and subtitles.

The first three letters of the agency name will be used in the field labeled "NAME 1:" followed by a dash (-) and the first full word(s) from either the agency title, subtitle, or individual listing data in column one. This same data will also appear in its entirety on line 1 of the text area.

The status code for departmental records is always an astrisk '\*'.

The "MAIL CODE" field is used to identify the alphabetic order of each agency, the grouping within the agency, boldness of print, and the sequence of each record, as well as the agency title.

#### MAIL CODE fields are used as follows:

- 1. Columns 1-3 indicate the alphabetic order of each agency.
- 2. Column 4 indicates the grouping within each agency.
  - A for agency title only
  - B-Z for each subtitle group (Chicago, Springfield, Statewide, etc.)
- 3. Column 5 indicates the boldness of print.
  - 1 for the agency titles
  - 2 for the agency subtitles (Chicago, Springfield, Statewide, etc.)
  - 3 for the bureau / division

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- 4 for the individual listings
- 4. Columns 6-10 indicate the sequence.
  - Agency titles will always be 00000 to print in column one
  - Subtitles will be 00001 00009 to be centered
  - Individual listings within each group will begin with 00010 and increment by 00010 to print in column one, just as they are keyed on the text lines.

The AU code for all departmental records will be the first three digits of the agency AU only, not the entire AU number. The location codes for these records will always be "APIL." Neither the agency AU nor the location codes will be used to print the departmental records. The AU code is used for security purposes only, and the location code will always be APIL to indicate a departmental record and print the address that appears in the text lines.

The "NAME 1:" field will always have the first three digits of the "MAIL CODE" field, followed by a dash (-), followed by 'AGENCY' for the first record, for subsequent records as much of the text line that will fit in the "NAME 1:" field follows the dash. "NAME" 2, 3 and 4 lines are not used.

The "E-MAIL" field may be used on the AGENCY record for the main Internet address for the agency.

The "TEXT" lines are the lines that print in the departmental portion of the directory. Each text line represents a separate column, with the "PH 1: N" field being the fourth and last column. The text must be entered excatly as it appears in the directory, upper/lower case with the proper puncunation.

The following will illustrate how the "MAIL CODE" determines the order of each record, and explains the fields needed to update the departmental records.

| NMDMD05<br>NMOEDS07 V4.2.0/P00 | STATE OF ILLINOI<br>CORPORATE INFO<br>DIRECTORY SEI<br>SEARCH SELEC  | PRMATION DIRECTORY<br>LECTION MENU   | 02/18/00 11:18<br>==><br>UPDATE |
|--------------------------------|--|--|---------------------------------|
| ı                              | 1 NAME 2 PHONETIC 3 FIRST NAME 4 AU CODE 5 LOCATION CODE 6 MAIL CODE 7 PHONE NUMBER 8 TITLE 9 TITLE CODE  NUM DATA (UP TO THR 06 CEN | 11 OTHER 12 NET AUTH 13 CABLE 14 TELEX 15 ANSWBK 16 VEHICLE 1 17 VEHICLE 2 |                                 |
| F1=HELP F2=SWAP F3             | B=EXIT   | F12=MONIES M   | ASTER MENU                      |

• In the Maintenance/Update mode, search with selection '06' and the first three digits of the "MAIL CODE."



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| NMMDD66  |   |          |                 |                |
|--|---|----------|-----------------|----------------|
| UPDATE         SEARCH BY CEN         PAGE 1           SEL NAME         AU         PHONE NO         MAIL CODE           C CEN-AGENCY         416         999-999-9999         CENA100000           APIL         416         312-793-3500         CENB200001           APIL         416         217-782-2000         CENB400010           APIL         416         217-782-2000         CENB400010           APIL         416         217-782-2000         CENB400020           APIL         416         999-999-9999         CENC200001           APIL         416         999-999-9999         CENC200001           APIL         416         999-999-9999         CENC300010           APIL         416         312-999-9999         CENC300070                | NMDMD06 STATE OF ILLINOIS-CO                      | MPANY F  | 2002            | 02/18/00 15:16 |
| SEL NAME         AU         PHONE NO         MAIL CODE           C CEN-AGENCY         416         999-999-9999         CENA100000           APIL         - CEN-GENERAL INFORMATION         416         312-793-3500         CENB200001           APIL         - CEN-SPRINGFIELD OPERATORS         416         217-782-2000         CENB400010           APIL         - CEN-EMERGENCY ASSISTANCE INFO         416         217-782-2000         CENB400020           APIL         - CEN-CHICAGO         416         999-999-9999         CENC200001           APIL         - CEN-OFFICE OF THE DIRECTOR         416         999-999-9999         CENC300010           APIL         - CEN-BUREAU OF COMMUNICATION AN APIL         416         312-999-9999         CENC300070           SEL I=INQUIRY C=CHANGE D=DELETE R=REINSTATE         ECF==> A=APPT         M=IN MAIL         P=PHONE          ADD FUNCTIONS        ADD FUNCTIONS   | NMOEDS07 V4.2.0/P00 CORPORATE INFORMAT            | TION DIR | ECTORY          | ==>            |
| C CEN-AGENCY       416       999-999-9999       CENA100000         APIL       416       312-793-3500       CENB200001         APIL       416       217-782-2000       CENB400010         APIL       416       217-782-2000       CENB400020         APIL       416       217-782-2000       CENB400020         APIL       416       999-999-9999       CENC200001         APIL       416       999-999-9999       CENC300010         APIL       416       999-999-9999       CENC300010         APIL       416       312-999-9999       CENC300070         APIL       416       312-999-9999       CENC300070 | UPDATE SEARCH BY CEN                              |          |                 | PAGE 1         |
| C CEN-AGENCY       416       999-999-9999       CENA100000         APIL       416       312-793-3500       CENB200001         APIL       416       217-782-2000       CENB400010         APIL       416       217-782-2000       CENB400020         APIL       416       217-782-2000       CENB400020         APIL       416       999-999-9999       CENC200001         APIL       416       999-999-9999       CENC300010         APIL       416       999-999-9999       CENC300010         APIL       416       312-999-9999       CENC300070         APIL       416       312-999-9999       CENC300070 |   |          |                 |                |
| APILCEN-GENERAL INFORMATION  | SEL NAME  | AU       | PHONE NO        | MAIL CODE      |
| APILCEN-GENERAL INFORMATION  | C CEN-AGENCY                                      | 416      | 999-999-9999    | CENA100000     |
| _ CEN-GENERAL INFORMATION APIL       416       312-793-3500       CENB200001         _ CEN-SPRINGFIELD OPERATORS APIL       416       217-782-2000       CENB400010         _ CEN-EMERGENCY ASSISTANCE INFO APIL       416       217-782-2000       CENB400020         _ CEN-CHICAGO APIL       416       999-999-9999       CENC200001         _ CEN-OFFICE OF THE DIRECTOR APIL       416       999-999-9999       CENC300010         _ CEN-BUREAU OF COMMUNICATION AN APIL       416       312-999-9999       CENC300070         _ SEL I=INQUIRY C=CHANGE D=DELETE R=REINSTATE       ECF==> A=APPT M=IN MAIL P=PHONE        ADD FUNCTIONS      ADD FUNCTIONS  | I <del>-</del> 1                                  | 710      | 000 000 0000    | OLIVATO0000    |
| APIL _ CEN-SPRINGFIELD OPERATORS   | 7.1.12  | 416      | 212-702-2500    | CENB200001     |
| _ CEN-SPRINGFIELD OPERATORS  |   | 410      | 312-793-3300    | CENB200001     |
| APIL  _CEN-EMERGENCY ASSISTANCE INFO   | 7 11 12   | 440      | 247 702 2000    | CEND 400040    |
| _ CEN-EMERGENCY ASSISTANCE INFO  | =   | 410      | 217-782-2000    | CENB400010     |
| APIL  _ CEN-CHICAGO  APIL  _ CEN-OFFICE OF THE DIRECTOR  APIL  _ CEN-BUREAU OF COMMUNICATION AN  APIL  _ CEN-BUREAU OF COMMUNICATION AN  APIL  SEL I=INQUIRY C=CHANGE D=DELETE R=REINSTATE ECF==> A=APPT M=IN MAIL P=PHONE ADD FUNCTIONS   | 7 11 12   |          |                 |                |
| _ CEN-CHICAGO  |   | 416      | 217-782-2000    | CENB400020     |
| APILCEN-OFFICE OF THE DIRECTOR   | 7 11 12   |          |                 |                |
| _ CEN-OFFICE OF THE DIRECTOR 416 999-999-9999 CENC300010 APIL _ CEN-BUREAU OF COMMUNICATION AN 416 312-999-9999 CENC300070 APIL  SEL I=INQUIRY C=CHANGE D=DELETE R=REINSTATE ECF==> A=APPT M=IN MAIL P=PHONEADD FUNCTIONS  | _ CEN-CHICAGO                                     | 416      | 999-999-9999    | CENC200001     |
| APIL  _ CEN-BUREAU OF COMMUNICATION AN 416 312-999-9999 CENC300070  APIL  SEL I=INQUIRY C=CHANGE D=DELETE R=REINSTATE ECF==> A=APPT M=IN MAIL P=PHONE ADD FUNCTIONS  | APIL  |          |                 |                |
| _ CEN-BUREAU OF COMMUNICATION AN 416 312-999-9999 CENC300070 APIL  SEL I=INQUIRY C=CHANGE D=DELETE R=REINSTATE ECF==> A=APPT M=IN MAIL P=PHONEADD FUNCTIONS  | _ CEN-OFFICE OF THE DIRECTOR                      | 416      | 999-999-9999    | CENC300010     |
| APIL  SEL I=INQUIRY C=CHANGE D=DELETE R=REINSTATE ECF==> A=APPT M=IN MAIL P=PHONEADD FUNCTIONS   | APIL  |          |                 |                |
| SEL I=INQUIRY C=CHANGE D=DELETE R=REINSTATE ECF==> A=APPT M=IN MAIL P=PHONEADD FUNCTIONS   | CEN-BUREAU OF COMMUNICATION AN                    | 416      | 312-999-9999    | CENC300070     |
| SEL I=INQUIRY C=CHANGE D=DELETE R=REINSTATE ECF==> A=APPT M=IN MAIL P=PHONEADD FUNCTIONS   | APII  |          |                 |                |
| ADD FUNCTIONS  | · <del>· · · -</del>                              |          |                 |                |
| ADD FUNCTIONS  | SEL I-INOLIIRY C-CHANGE D-DELETE R-REINSTAT       | TE ECE-  | > Δ-ΔPPT M-IN   | MAII P-PHONE   |
| 1.== 1.01.01.01.0  | OLL I-III GOINT O-OTH III OLD -DELETE N-NEIII OTA |          |                 | -              |
| FIERELF FZ=3VVAF F/=DACKVVARD F0=FORVVARD FIU=ECF COMPUSE F4=INDIV F9=ORG  | E1_HELD E2_CWAD E7_DACKWADD E0_EODWADD            | E10_E0   |                 |                |
|  | FI=HELF FZ=SWAF F/=BACKWARD F8=FORWARD            | , FIU=EC | OF COIVIFUSE F4 | =INDIV F9=URG  |

 This search pulls up all departmental records by "MAILCODE", alphabetical order by the fourth digit in the mail code field. Agency title record first followed by each subtitle record.

| NMDMD04                  | STATE OF IL        | LINOIS-COMPANY P | 002           | 02/22/00 08:50    |
|--------------------------|--------------------|------------------|---------------|-------------------|
| NMOEDS04 V4.2.0/P00      | CORPORATE          | INFORMATION DIR  | ECTORY        | ==>               |
|                          | UPDATE OR          | RGANIZATION LIST |               |                   |
| FUNCTION: C              | EFFEC              | CTIVE: 08 24 88  | LAST UPDT:    | EMF 01-14-92 0804 |
| NAME 1: CEN-AGENCY       | STATUS             | S: *             |               |                   |
| NAME 2:                  | A                  | ACCT UNIT: 416   |               |                   |
| NAME 3:                  |                    |                  | DIRECTORY OR  | G RECORDS         |
| NAME 4:                  |                    | LOCATED: LOCATIO | ON CODE NOT F | OUND              |
| ML3: ML2: ML1            |                    |                  |               |                   |
| LOC CODE: APIL           |                    |                  |               |                   |
| MAIL CODE: CENA100000    |                    |                  |               |                   |
| PH 1: N 999 999 9999 2:  | N                  | 3: N             |               |                   |
| NET AUTH:                | CABLE:             | INTNL AC:        |               | =                 |
| TELEX:                   | ANSWBK:            |                  |               |                   |
| PRINT? Y/N MASTER: Y L   | OCAL: Y            | OTHER:           |               |                   |
| MESSAGE:                 |                    | _ CEN-AGENO      | C1            |                   |
| TEXT: E-MAIL: http://www | v.state.il.us/cms_ |                  |               |                   |
| 1: CENTRAL MANAGEMEN     | IT SERVICES, D     | EPARTM ENT OF    |               |                   |
| 2:                       |                    |                  |               |                   |
| 3:                       |                    |                  |               |                   |
| 4:                       |                    |                  |               |                   |
| 5:                       |                    |                  |               |                   |
| LOCATION ZONE RECORI     | NOT FOUND          |                  |               |                   |
| F1=HELP F2=SWAP F3=C     | ANCEL F4=SEL       | ECTION MENU      |               |                   |

- In the agency title record the "NAME 1:" field will always start with the agency code followed by a dash (-)"AGENCY."
- "ACCT UNIT:" always the first three (3) the digits of the agency AU, "LOC CODE:" always 'APIL.'
- "MAIL CODE" will be the agency code 'A' for the agnecy title '1' for the boldness of the print, and '00000' for sequence.

• The "E-MAIL" field is sixty characters long to be used for the agency's Internet address, keyed as it will appear, upper/lower case.

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| NMDMD04   | STATE OF ILL   | INOIS-COMPANY PO   | 002   | 02/22/00 08:50                        |
|---|--|--|---|---------------------------------------|
| NMOEDS04 V4.2.0/P00   | CORPORATE  | INFORMATION DIR  | ECTORY  | >                                     |
|   |  | GANIZATION LIST  | 20.0101   |                                       |
| FUNCTION: C   | FFFFC  | TIVF: 08 24 88   | LAST UPDT:  | EMF 01-14-92 0804                     |
| NAME 1: CEN-AGENCY  | STATUS:  | *  | Biol of Bi.   | EIVII 01 14 02 0004                   |
| NAME 2:   |  |  |   |                                       |
| NAME 3:   |  |  | DIRECTORY OR  | G RECORDS                             |
| NAME 4:   |  |  |   |                                       |
| ML3: ML2: ML1:  |  |  |   |                                       |
| LOC CODE: APIL  |  |  |   |                                       |
| MAIL CODE: CENA100000 E   | LEC MAIL:  |  |   |                                       |
| PH 1: N 999 999 9999 2: I   | N  | 3: N   |   |                                       |
| NET AUTH:   | CABLE:   | INTNL AC:  |   |                                       |
| II IFIFX.   | ANSWBK.  |  |   |                                       |
| PRINT? Y/N MASTER: Y L  | OCAL: Y  | OTHER:   |   |                                       |
| MESSAGE   |  |  |   | _                                     |
| MESSAGE<br>TEXT: E-MAIL: http://www.s   | state.il.us/cms  |  |   |                                       |
| 1: CENTRAL MANAGEMEN  |  |  |   |                                       |
| 2:  | ·  |  |   |                                       |
| 3:  |  |  |   |                                       |
|   |  |  |   |                                       |
| <u>4·</u>   |  |  |   |                                       |
| 4·<br>MI5MD04   | STATE OF ILI   | INOIS-COMPANY P  | 2002  | 02/22/00 09:11                        |
| APORATION ROMERECORD  | NOT FORMEDO  | ATE INCODMATION  | .1  | 02/22/00 09:11                        |
| M <b>DBDST40N.ZOME</b> RECORD<br>F1=HELP F2=SWAP F3=C/  | NOT FOUND OF   | RATE INFORMATION<br>CORCONNIENTION LI  | N<br>IST  | ==>                                   |
| MDQDST40N.ZQ)#F0(RECORD<br>F1=HELP F2=SWAP F3=C/  | NOT FØJØNRIPOF<br>ANCEL FJIPSETE   | RATE INFORMATION<br>CORCAMIENTION LI   | N<br>IST  | ==>                                   |
| MCCCCSTACNAZOMORECORD<br>F1=HELP F2=SWAP F3=C/<br>UNITION: UNITION OF NAME 1: CEN-GENERAL INFO  | NOT FOUNDOFF ANCEL FUPSETE PRIMATION S   | RATE INFORMATION<br>CORCAMIENTION LI<br>OTIVE: 03 13 03<br>TATUS: *  | N<br>IST  | ==>                                   |
| MODOSTIAN ZOMETRECORD<br>F1=HELP F2=SWAP F3=C/<br>-UNDTION U<br>NAME 1: CEN-GENERAL INFO<br>NAME 2:   | NOT FOUND OF ANCEL FURBATE SETE  | RATE INFORMATION<br>CORCAMIENTION LI<br>OTIVE: 03 13 03<br>TATUS: *<br>CT UNIT: 416  | IST   | ==>                                   |
| MCGOSTACON ZOMERECORD<br>F1=HELP F2=SWAP F3=C/<br>UNITED TO   | NOT FOUNDON ANCEL FUNDATE PRIMATION S ACC  | RATE INFORMATION COROMNENTION LI OTWE: 03 13 03 TATUS: * CT UNIT: 416 I DESC: CEN-AP DIR   | N<br>IST<br>DOT OF DE                                   | ==><br>: BSK 00 00 01 1000<br>RECORDS |
| NORDOSTADN ZOMERECORD<br>F1=HELP F2=SWAP F3=C/<br>UNCOLONION<br>NAME 1: CEN-GENERAL INFO<br>NAME 2:<br>NAME 3:<br>NAME 4:   | NOT FOUNDON ANCEL FUNDATE PRIMATION S ACC  | RATE INFORMATION COROMNENTION LI OTWE: 03 13 03 TATUS: * CT UNIT: 416 I DESC: CEN-AP DIR   | N<br>IST<br>DOT OF DE                                   | ==><br>: BSK 00 00 01 1000<br>RECORDS |
| NAME 1: ML2: ML1: ML1: ML1:   | NOT FOUNDON ANCEL FUNDATE PRIMATION S ACC  | RATE INFORMATION COROMNENTION LI OTWE: 03 13 03 TATUS: * CT UNIT: 416 I DESC: CEN-AP DIR   | N<br>IST<br>DOT OF DE                                   | ==><br>: BSK 00 00 01 1000<br>RECORDS |
| ICEOSTADN ZOMEGRECORD F1=HELP F2=SWAP F3=C/ THOTION: C NAME 1: CEN-GENERAL INFO NAME 3: NAME 3: NAME 4: LOC CODE: APIL  | NOT FOUND OF ANCEL FURSITION S RMATION S ACC AU LO   | RATE INFORMATION CORROWNIENTION LI OTHER STATUS TATUS: ** TATUS: ** TUNIT: 416 I DESC: CEN-AP DIR CATED: LOCATION (  | N<br>IST<br>DOT OF DE                                   | ==><br>: BSK 00 00 01 1000<br>RECORDS |
| NAME 1: ML2: ML1: LOC CODE: APIL  | NOT FOUND OF ANCEL FURBATION S ANCEL FURBATION S ALL LO  | RATE INFORMATION CORROBANIENTION LI CORROBANIENTION LI CORROBANIENTION LI CORROBANIENTI 416 I DESC: CEN-AP DIR CATED: LOCATION (   | N<br>IST<br>EAST OF BY<br>RECTORY ORG I<br>CODE NOT FOU | ==><br>: BSK 00 00 01 1000<br>RECORDS |
| NAME 1: ML2: ML1: LOC CODE: APIL  | NOT FOUND OF ANCEL FURBATION S ANCEL FURBATION S ALL LO  | RATE INFORMATION CORROBANIENTION LI CORROBANIENTION LI CORROBANIENTION LI CORROBANIENTI 416 I DESC: CEN-AP DIR CATED: LOCATION (   | N<br>IST<br>EAST OF BY<br>RECTORY ORG I<br>CODE NOT FOU | ==><br>: BSK 00 00 01 1000<br>RECORDS |
| ICOOSTADN ZOMEGRECORD F1=HELP F2=SWAP F3=C/ INFORMATE 1: CEN-GENERAL INFORMATE 2: NAME 1: STATE | NOT FØDNIPOF ANCEL RIPSKIE  RMATION S ACC AL LO EC MAIL: 3 BLE:  | RATE INFORMATION LIGORIAN AMERITA LIGORIAN LIGOR | N<br>IST<br>EAST OF BY<br>RECTORY ORG I<br>CODE NOT FOU | ==><br>: BSK 00 00 01 1000<br>RECORDS |
| NET AUTH:   CAI   | NOT FØDINPOR ANCEL FJERMATION S ACC AL LO EC MAIL: ANSWBK:   | RATE INFORMATION CORROWNIENTION LI OTTULE 3 TO 3 T   | RECTORY ORG I   | RECORDS                               |
| NET AUTH:   CAI   | NOT FØDINPOR ANCEL FJERMATION S ACC AL LO EC MAIL: ANSWBK:   | RATE INFORMATION CORROWNIENTION LI OTTULE 3 TO 3 T   | RECTORY ORG I   | RECORDS                               |
| NAME 1: CEN-GENERAL INFO   NAME 1: CEN-GENERAL INFO   NAME 3:   | NOT FØDIND OF ANCEL FJPSKTE  IRMATION S ACC AL LO  EC MAIL: ANSWBK: AN | RATE INFORMATION CORROLL STATUS: * TATUS: * TUNIT: 416 I DESC: CEN-AP DIR CATED: LOCATION ( : N  | RECTORY ORG I   | RECORDS                               |
| ICOOSTACON ZOMEGRECORD F1=HELP F2=SWAP F3=C/ INDICATE STATE | NOT FØDNIPOR ANCEL RIPSATE RMATION S   | RATE INFORMATION CORONAMIENTION LI COTROL OF 1000 TATUS: * CT UNIT: 416 DESC: CEN-AP DIR CATED: LOCATION (  INTNL AC: OTHER:   | RECTORY ORG I   | RECORDS                               |
| MC208TMON Z0ME0RECORD F1=HELP F2=SWAP F3=C/ FNOTION: 0 NAME 1: CEN-GENERAL INFO NAME 3: NAME 4: ML2: ML1: LOC CODE: APIL MAIL CODE: CENB200001 ELE PH 1: N 312 793 3500 2: N_ NET AUTH: CA TELEX: PRINT? Y/N MASTER: Y LOC MESSAGE: TEXT: E-MAIL: 1: GENERAL INFORMATION  | NOT FØDNPOFANCEL FJPSKTE  RMATION S ACC AL LO  EC MAIL: ANSWBK: ANSWBK: ANSWBK:  | RATE INFORMATION CORROLL STATUS: TATUS: TATU | RECTORY ORG I   | RECORDS                               |
| ICEOSTADN ZOMEGRECORD F1=HELP F2=SWAP F3=C/ INTOTION: 0 NAME 1: CEN-GENERAL INFO NAME 3: NAME 4: ML1: LOC CODE: APIL MAIL CODE: CENB200001 ELE PH 1: N 312 793 3500 2: N _ NET AUTH: CA TELEX: PRINT? Y/N MASTER: Y LOC MESSAGE: TEXT: E-MAIL: 1: GENERAL INFORMATION 2:  | NOT FØDINPORTE  RMATION S ACC AL LO  EC MAIL: ANSWBK: ANSWBK: AL: Y  | RATE INFORMATION CORROWNIENTION LI OTHERS CT UNIT: 416 I DESC: CEN-AP DIR CATED: LOCATION (  : N   | RECTORY ORG I   | RECORDS                               |
| MCQOSTMON ZOMEGRECORD F1=HELP F2=SWAP F3=C/  NAME 1: CEN-GENERAL INFO  NAME 2: NAME 3: NAME 3: NAME 4: ML2: ML1: LOC CODE: APIL MAIL CODE: CENB200001 ELE PH 1: N 312 793 3500 2: N_ NET AUTH: CAI TELEX: PRINT? Y/N MASTER: Y LOC. MESSAGE: TEXT: E-MAIL: 1: GENERAL INFORMATION 2: 3:   | NOT FØDNIPOR ANCEL RIPSATE  RMATION S ACC AU LO  EC MAIL: ANSWBK: AL: Y  | RATE INFORMATION LIGOTROMAMICATION LIGOTROMAMICATION LIGOTROMATION LIGOTROMATION LIGOTROMATION (LIGOTROMATION (LIGOTROMATION LIGOTROMATION LIGOTROMATION LIGOTROMATION LIGOTROMATION LIGOTROMATION LIGOTROMATION LIGOTROMATI   | RECTORY ORG I   | RECORDS                               |
| MC208TMON ZOMEGRECORD F1=HELP F2=SWAP F3=C/ THORTON: U  NAME 1: CEN-GENERAL INFO NAME 3: NAME 3: NAME 4: ML2: ML1: LOC CODE: APIL MAIL CODE: CENB200001 ELE MAIL CODE: CENB200001 ELE TELEX: PRINT? Y/N MASTER: Y LOC. MESSAGE: TEXT: E-MAIL: 1: GENERAL INFORMATION 2: 3: 4:   | NOT FØDNIPOR ANCEL RIPSATE  RMATION S ACC AU LO  EC MAIL: ANSWBK: AL: Y  | RATE INFORMATION LIGOTROMAMICATION LIGOTROMAMICATION LIGOTROMATION LIGOTROMATION LIGOTROMATION (LIGOTROMATION (LIGOTROMATION LIGOTROMATION LIGOTROMATION LIGOTROMATION LIGOTROMATION LIGOTROMATION LIGOTROMATION LIGOTROMATI   | RECTORY ORG I   | RECORDS                               |
| MC208MON ZOMERECORD F1=HELP F2=SWAP F3=C/ FNOTION: 0 NAME 1: CEN-GENERAL INFO NAME 3: NAME 4: ML2: ML1: LOC CODE: APIL MAIL CODE: CENB200001 ELE PH 1: N 312 793 3500 2: N_ NET AUTH: CAL TELEX: PRINT? Y/N MASTER: Y LOC. MC3: MC4: MC4: MC5: MC4: MC5: MC6: MC6: MC6: MC6: MC6: MC6: MC6: MC6   | NOT FØDNPOFANCEL FJPSKTE  RMATION S ACC AL LO  EC MAIL: ANSWBK: ANSWBK | RATE INFORMATION LIGOTROMAMICATION LIGOTROMAMICATION LIGOTROMATION LIGOTROMATION LIGOTROMATION (LIGOTROMATION (LIGOTROMATION LIGOTROMATION LIGOTROMATION LIGOTROMATION LIGOTROMATION LIGOTROMATION LIGOTROMATION LIGOTROMATI   | RECTORY ORG I   | RECORDS                               |
| MC208TMON ZOMEGRECORD F1=HELP F2=SWAP F3=C/ THORTON: U  NAME 1: CEN-GENERAL INFO NAME 3: NAME 3: NAME 4: ML2: ML1: LOC CODE: APIL MAIL CODE: CENB200001 ELE MAIL CODE: CENB200001 ELE TELEX: PRINT? Y/N MASTER: Y LOC. MESSAGE: TEXT: E-MAIL: 1: GENERAL INFORMATION 2: 3: 4:   | NOT FOUND  NOT FOUND   | RATE INFORMATION CORONAMIENTION LI COTROL OF 1000 TATUS: * CT UNIT: 416 DESC: CEN-AP DIR CATED: LOCATION (  INTINIAC:  | RECTORY ORG I   | RECORDS                               |

- In the title and subtitle records the phone number will not print.
- PRINT? Y/N MASTER: LOCAL: must always be "Y."
- The "TEXT" fields are the lines that print in the directory. Must be entered in upper/lower case with puncation as desired. These lines will print excatly as they are keyed.
- The "B" in the "MAIL CODE" column 4 indicates the first subtitle group.
- The "2' in column 5 of the MAIL CODE indicates the boldness of print.
- Column 6 thru 10 indicates the sequence of the subtitle.

- The "4" in column 5 indicates this is an individual listing under the subtitle of "B" (the fourth position of the Mail Code).
- Column 6 thru 10 indicates the sequence of the individual listing. Incrementing by ten will allow for inserting records as needed in the future. The phone number in the individual listing will print.
- NMDMD04 STATE OF ILLINOIS-COMPANY P002 02/23/00 15:14 NMOEDS04 V4.2.0/P00 CORPORATE INFORMATION DIRECTORY UPDATE ORGANIZATION LIST FUNCTION: C **EFFECTIVE: 09 19 89** L AST UPDT: SMD 09-23-94 1142 NAME 1: CEN-SPRINGFIELD OPERATORS STATUS: \* NAME 2 ACCT UNIT: 416 NAME 3: AU DESC: CEN-AP DIRECTORY ORG RECORDS NAME 4: LOCATED: LOCATION CODE NOT FOUND ML3: ML2: ML1: LOC CODE: APIL MAIL CODE: CENB400010 ELEC MAIL: PH 1: N 217 782 2000 2: N\_ 3· N CABLE: NET AUTH: INTNL AC: ANSWBK: TELEX: \_ PRINT? Y/N MASTER: Y LOCAL: Y OTHER: MESSAGE: TEXT: E-MAIL: 1: STATE OF ILLINOIS SPRINGFIELD OPERAT ORS (24 H 2: OUR NUMBER) LOCATION ZONE RECORD NOT FOUND F1=HELP F2=SWAP F3=CANCEL F4=SELECTION MENU



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## Inquiry and Maintenance Procedures

| NMDMD04                 | STATE OF I     | ILLINOIS-COMPA | NY P002       | 02/23/00 15:19    |
|-------------------------|----------------|----------------|---------------|-------------------|
| NMOEDS04 V4.2.0/P00     | CORPORATE      | INFORMATION    | DIRECTORY     | ==>               |
|                         | UPDATE OF      | RGANIZATION LI | ST            |                   |
| FUNCTION: C             |                |                |               | CMG 08-11-99 1051 |
| NAME 1: CEN-EMERGENC    | Y ASSISTANCE   | INFO STATUS:   | *             |                   |
| NAME 2:                 |                |                |               |                   |
| NAME 3:                 |                | _ AU DESC: CEN | I-AP DIRECTOR | Y ORG RECORDS     |
| NAME 4:                 |                | _LOCATED: LOC  | CATION CODE N | IOT FOUND         |
| ML3: ML2: ML1           | :              |                |               |                   |
| LOC CODE: APIL          |                |                |               |                   |
| MAIL CODE: CENB400020   |                |                |               |                   |
| PH 1: N 217 782 2000 2: | N              | 3: N           |               |                   |
| NET AUTH:               |                |                |               |                   |
| TELEX:                  | ANSWBK:        |                |               |                   |
| PRINT? Y/N MASTER: Y L  | OCAL: Y        | OTHER:         |               |                   |
| MESSAGE:                |                |                |               |                   |
| TEXT: E-MAIL:           |                |                |               |                   |
| 1: EMERGENCY ASSISTA    | NCE (VOICE & T |                |               |                   |
| 2:                      |                |                |               |                   |
| 3: 120 W JEFFERSON, FL  |                |                |               |                   |
| 4:                      |                |                |               |                   |
| 5:                      |                |                |               |                   |
| LOCATION ZONE RECORI    | NOT FOUND      |                |               |                   |
| F1=HELP F2=SWAP F3=C    | ANCEL F4=SEL   | ECTION MENU    |               |                   |
|                         |                |                |               |                   |

- This is the second individual listing under the first subtitle.
- "TEXT" Line 1 is the first column in the directory, "TEXT" Line 3 is the third column.

| NMDMD04               | STATE OF ILLINO | IS-COMPANY P00  | 2 02/23/00 15:24             | 5:24   |
|-----------------------|-----------------|-----------------|------------------------------|--------|
| NMOEDS04 V4.2.0/P00   |                 |                 |                              |        |
| NIVIOED504 V4.2.0/P00 |                 |                 | TORY ==>                     |        |
|                       |                 | ANIZATION LIST  |                              |        |
| FUNCTION: C           |                 |                 | LAST UPDT: EMF 09-20-89 0728 | 9 0728 |
| NAME 1: CEN-CHICAGO   | STATUS          | 5: *            |                              |        |
| NAME 2:               |                 |                 |                              |        |
| NAME 3:               |                 | AU DESC: CEN-AF | DIRECTORY ORG RECORDS        | DS     |
| NAME 4:               |                 | LOCATED: LOCAT  | ION CODE NOT FOUND           |        |
| ML3: ML2: ML          | .1:             |                 |                              |        |
| LOC CODE: APIL        |                 |                 |                              |        |
| MAIL CODE: CENC20000  | 1 ELEC MAIL:    |                 |                              |        |
| PH 1: N 999 999 9999  | 2: N            | 3: N            | _                            |        |
| NET AUTH:             | CABLE:          | INTNL AC        | :                            |        |
| TELEX:                | ANSWBK: _       |                 |                              |        |
| PRINT? Y/N MASTER: Y  | LOCAL: Y        | OTHER:          |                              |        |
| MESSAGE:              |                 |                 |                              |        |
| TEXT: E-MAIL:         |                 |                 |                              |        |
| 1: CHICAGO            |                 |                 |                              |        |
| 2:                    |                 |                 |                              |        |
| 3:                    |                 |                 |                              |        |
| 4:                    |                 |                 |                              |        |
| 5:                    |                 |                 |                              |        |
| LOCATION ZONE RECO    | RD NOT FOUND    |                 |                              |        |
| F1=HELP F2=SWAP F3=   | CANCEL F4=SELE  | CTION MENU      |                              |        |
|                       |                 |                 |                              |        |

- The "C" in the "MAIL CODE" column 4 indicates the second subtitle group.
- The "2' in column 5 of the MAIL CODE indicates the boldness of print for agency subtitles.
- Column 6 thru 10 indicates the sequence of the subtitle.

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| NMDMD04                             | STATE OF ILL       | LINOIS-COMPANY POO | )2             | 03/07/00 14:06  |
|-------------------------------------|--------------------|--------------------|----------------|-----------------|
| NMOEDS04 V4.2.0/P00                 | CORPORATE          | INFORMATION DIREC  | CTORY =        | =>              |
|                                     | UPDATE (           | ORGANIZATION LIST  |                |                 |
| FUNCTION: C                         |                    | FECTIVE: 10 18 89  | LAST UPDT: EM  | F 10-18-89 1450 |
| NAME 1: CEN-OFFICE                  | OF THE DIRECTOR    | STATUS: *          |                |                 |
| NAME 2:                             |                    |                    |                |                 |
| NAME 3:                             |                    |                    |                |                 |
| NAME 4:                             |                    | LOCATED: LOCATION  | N CODE NOT FOU | ND              |
| ML3: ML2: I                         | ML1:               |                    |                |                 |
| LOC CODE: APIL                      |                    |                    |                |                 |
| MAIL CODE: CENC300                  |                    |                    |                |                 |
| PH 1: N 999 999 9999                | 2: N               | 3: N               |                |                 |
| NET AUTH:                           |                    |                    |                |                 |
| TELEX:                              |                    |                    |                |                 |
| PRINT? Y/N MASTER:                  |                    |                    |                |                 |
| MESSAGE:                            |                    |                    |                |                 |
| TEXT: E-MAIL:  1: OFFICE OF THE DIF |                    |                    |                |                 |
|                                     |                    |                    |                |                 |
| 2:                                  |                    |                    |                |                 |
| 3:                                  |                    |                    |                |                 |
| 4:                                  |                    |                    |                |                 |
| LOCATION ZONE REC                   | ORD NOT FOLIND     |                    |                |                 |
| F1=HELP F2=SWAP F                   |                    | ECTION MENU        |                |                 |
| TI-TIELI TZ-OVAL I                  | 0-0/1110LL 1 4-0LL | LOTIONINLINO       |                |                 |

- The "3' in column 5 of the MAIL CODE indicates the boldness of print for bureau or division titles.
- Column 6 thru 10 indicates the sequence of the subtitle.

• The "C" in the "MAIL CODE" column 4 indicates the second subtitle group.

| NMDMD04                  | STATE OF ILL       | INOIS-COMPAN'   | / P002         | 03/07/00 15:14    |
|--------------------------|--------------------|-----------------|----------------|-------------------|
| NMOEDS04 V4.2.0/P00      | CORPORATE II       | NFORMATION DI   | RECTORY        | ==>               |
|                          | UPDATE OR          | GANIZATION LIS  | T              |                   |
|                          |                    |                 | LAST UPDT:     | CMG 01-23-98 1042 |
| NAME 1: CEN-DIRECTOR     | STATUS             | :*              |                |                   |
| NAME 2:                  | A(                 | CCT UNIT: 416   |                |                   |
| NAME 3:                  |                    | AU DESC: CEN-AF | DIRECTORY OF   | G RECORDS         |
| NAME 4:                  | L                  | OCATED: LOCAT   | ION CODE NOT F | OUND              |
| ML3: ML2: ML1:           |                    |                 |                |                   |
| LOC CODE: APIL           |                    |                 |                |                   |
| MAIL CODE: CENC400010    |                    |                 |                |                   |
| PH 1: N 312 814 2141 2:1 | ١                  | 3: N            | _              |                   |
| NET AUTH:                | CABLE:             | INTNL AC        | ):             | _                 |
| TELEX:                   |                    |                 |                |                   |
| PRINT? Y/N MASTER: Y LO  |                    |                 |                |                   |
| MESSAGE:                 |                    |                 |                |                   |
| TEXT: E-MAIL:            |                    |                 |                |                   |
| 1: DIRECTOR              |                    |                 |                |                   |
| 2: SCHWARTZ, MICHAEL S   |                    |                 |                |                   |
| 3: JRTC, 100 W RANDOLPH  | , STE 4-400, 606 ( | 01-3219         |                |                   |
| 4:                       |                    |                 |                |                   |
| 5:                       |                    |                 |                |                   |
| LOCATION ZONE RECORD     |                    |                 |                |                   |
| F1=HELP F2=SWAP F3=CA    | NCEL F4=SELEC      | CTION MENU      |                |                   |

- The "4" in column 5 of the MAIL CODE indicates an individual listing.
- Column 6 thru 10 indicates the sequence of the record.



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Inquiry and Maintenance Procedures

| NMDMD04               | STATE OF          | ILLINOIS-COMPANY F  | 2002        | 03/07/00 15:14       |
|-----------------------|-------------------|---------------------|-------------|----------------------|
| NMOEDS04 V4.2.0/P00   | CORPORAT          | E INFORMATION DIRE  | CTORY       | ==>                  |
|                       | UPDATE            | ORGANIZATION LIST   |             |                      |
| FUNCTION: C           | EFF               | ECTIVE: 09 20 89    | LAST UPD    | T: CMG 01-23-98 1042 |
| NAME 1: CEN-ADMINIST  | RATIVE ASSISTA    | NTSTATUS: *         |             |                      |
| NAME 2:               |                   | ACCT UNIT: 416      |             |                      |
| NAME 3:               |                   | _ AU DESC: CEN-AP D | DIRECTORY ( | ORG RECORDS          |
| NAME 4:               |                   | LOCATED: LOCATIO    | N CODE NOT  | FOUND                |
| ML3: ML2: ML          | 1:                |                     |             |                      |
| LOC CODE: APIL        |                   |                     |             |                      |
| MAIL CODE: CENC40002  | O ELEC MAIL:      |                     |             |                      |
| PH 1: N 312 814 2141  | 2: N              | 3: N                |             |                      |
| NET AUTH:             | CABLE:            | INTNL AC: _         |             |                      |
| TELEX:                | ANSWBK:           |                     |             |                      |
| PRINT? Y/N MASTER: Y  | LOCAL: Y          | OTHER:              |             |                      |
| MESSAGE:              |                   |                     |             |                      |
| TEXT: E-MAIL:         |                   |                     |             |                      |
| 1: ADMINISTRATIVE A   | SSISTANT          |                     |             |                      |
| 2: LOPEZ, DONNA       |                   |                     |             |                      |
| 3: JRTC, 100 W RANDOL | PH, STE 4-400, 60 | 06 01-3219          |             |                      |
| 4:                    |                   |                     |             |                      |
| 5:                    |                   |                     |             |                      |
| LOCATION ZONE RECO    | RD NOT FOUND      |                     |             |                      |
| F1=HELP F2=SWAP F3=   | CANCEL F4=SEI     | LECTION MENU        |             |                      |
|                       |                   |                     |             |                      |

| STATE OF ILL | INOIS-COMPANY P00  | 2 03/07/00 15:01   |
|--------------|--|--|
| CORPORATE    | INFORMATION DIREC  | TORY ==>   |
| UPDATE O     | RGANIZATION LIST   |  |
| EFF          | ECTIVE: 09 20 89   | LAST UPDT: SMD 09-16-94 1127   |
| F COMMUNICA  | TION AN STATUS: *  |  |
|              | _ ACCT UNIT: 416   |  |
|              | AU DESC: CEN-AP [  | DIRECTORY ORG RECORDS  |
|              | _ LOCATED: LOCATIO   | N CODE NOT FOUND   |
| :            |  |  |
|              |  |  |
|              |  |  |
|              |  |  |
|              |  |  |
| ANSWBK       | :  |  |
| LOCAL: Y     | OTHER:   |  |
|              | CEN UREAU  | J OF INFORM  |
|              |  | <del></del>  |
| ICATION AND  | COMPUTER SERVICE   | S  |
|              |  |  |
|              |  |  |
|              |  |  |
|              |  |  |
| D NOT FOUND  |  |  |
| ANCEL F4=SE  | LECTION MENU   |  |
|              | CORPORATE UPDATE O EFFE F COMMUNICA  : ELEC MAIL: N CABLE: ANSWBK OCAL: Y  D NOT FOUND | F COMMUNICATION AN STATUS:  ACCT UNIT: 416 AU DESC: CEN-AP I LOCATED: LOCATIO  ELEC MAIL: N 3: N CABLE: INTINL AC: ANSWBK: OCAL: Y CEN UREAL  ICATION AND COMPUTER SERVICE |

| NMDMD04 STATE OF ILLINOIS-COMPANY P002                 | 01/29/01 13:30   |
|--|------------------|
| NMOEDS04 V4.2.0/P04 CORPORATE INFORMATION DIRECTORY    | ==>              |
| INQUIRY ORGANIZATION LIST                              |                  |
| FUNCTION: I EFFECTIVE: 09 20 89 LAST UPDT: WFW 04-13-0 | 00 0816          |
| NAME 1: CEN-TELECOMMUNICATIONS DIV STATUS: *           |                  |
| NAME 2: ACCT UNIT: 416                                 |                  |
| NAME 3: AU DESC: CEN-AP DIRECT                         | FORY ORG RECORDS |
| NAME 4: LOCATED: LOCATION COD                          | DE NOT FOUND     |
| ML3: ML2: ML1:   |                  |
| LOC CODE: APIL   |                  |
| MAIL CODE: CENC400115 ELEC MAIL:                       |                  |
| PH 1: N 312 814 5886 2: 3: 3: 3:                       | _                |
| NET AUTH: CABLE: INTNL AC:                             |                  |
| TELEX: ANSWBK:   |                  |
| PRINT? Y/N MASTER: Y LOCAL: Y OTHER:                   |                  |
| MESSAGE: OTHER   |                  |
| TEXT: E-MAIL:  |                  |
| 1: TELECOMMUNICATIONS DIVISION                         |                  |
| 2: SWANSON, RON  |                  |
| 3: JRTC, 100 W RANDOLPH, STE 4-500, 606 01-3219        |                  |
| 4:   |                  |
| 5:   |                  |
| LOCATION ZONE RECORD NOT FOUND                         |                  |
| F1=HELP F2=SWAP F3=CANCEL F4=SELECTION MENU            |                  |
|  |                  |

- The "C" in the "MAIL CODE" column 4 indicates the second subtitle group.
- The "4' in column 5 of the MAIL CODE indicates an individual listing.
- Column 6 thru 10 indicates the sequence of the record.
- When the first Text line is indented, spaces must be entered with the space bar.
- The "C" in the "MAIL CODE" column 4 indicates the second subtitle group.
- The "3' in column 5 of the MAIL CODE indicates bureau or division, boldness of print.
- Column 6 thru 10 indicates the sequence of the record within the subtitle.
- The "C" in the "MAIL CODE" column 4 indicates the second subtitle group.
- The "4" in column 5 of the MAIL CODE indicates an individual listing.
- Column 6 thru 10 indicates the sequence of the record.

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| NMDMD04 STAT                    | TE OF ILLINOIS-COMPANY I | 2002 03/07/00 15:07          |
|---------------------------------|--------------------------|------------------------------|
| NMOEDS04 V4.2.0/P00 CORPO       |                          |                              |
|                                 | ATE ORGANIZATION LIST    |                              |
| FUNCTION: C                     |                          | LAST UPDT: SMD 09-16-94 1127 |
| NAME 1: CEN-BUREAU OF PERSONN   | EL STATUS: *             |                              |
| NAME 2:                         | ACCT UNIT: 416           |                              |
| NAME 3:                         | AU DESC: CEN-AP DI       | RECTORY ORG RECORDS          |
| NAME 4:                         | LOCATED: LOCATION        | I CODE NOT FOUND             |
| ML3: ML2: ML1:                  |                          |                              |
| LOC CODE: APIL                  |                          |                              |
| MAIL CODE: CENC300180 ELEC MAIL | :                        |                              |
| PH 1: N 312 999 9999 2: N       | 3: N                     |                              |
| NET AUTH: CABLE:                | INTNL AC:                |                              |
| TELEX: ANSV                     |                          |                              |
| PRINT? Y/N MASTER: Y LOCAL: Y   |                          | _                            |
| MESSAGE:                        |                          |                              |
| TEXT: E-MAIL:                   |                          |                              |
| 1: BUREAU OF PERSONNEL          |                          |                              |
| 2:                              |                          | <del></del>                  |
| 3:                              |                          | <del></del>                  |
| 4:<br>5:                        |                          |                              |
| LOCATION ZONE RECORD NOT FOU    | ND                       |                              |
| F1=HELP F2=SWAP F3=CANCEL F4    | · ·=                     |                              |
| TITLE TECHNAL TO-OAROLE TH      | -OLLEGITOR WENT          |                              |

| NMDMD04 STATE<br>NMOEDS04 V4.2.0/P00 CORPOI                     | OF ILLINOIS-COMPANY P002                     | 03/07/00 15:09               |
|---|--|------------------------------|
| NMOEDS04 V4.2.0/P00 CORPO                                       | RATE INFORMATION DIRECTO                     | ORY ==>                      |
| UPD/  | ATE ORGANIZATION LIST<br>EFFECTIVE: 09 20 89 |                              |
|   |  | LAST UPDT: EMF 10-19-89 1339 |
| NAME 1: CEN-BUREAU OF PROPER                                    | TY MANAGEM STATUS: *                         |                              |
| NAME 2:   | ACCT UNIT: 416                               |                              |
| NAME 3:   | AU DESC: CEN-AP DIF                          | RECTORY ORG RECORDS          |
| NAME 4:   | LOCATED: LOCATION                            | CODE NOT FOUND               |
| ML3: ML2: ML1:  |  |                              |
| LOC CODE: APIL  |  |                              |
| MAIL CODE: CENC300240 ELEC MA<br>PH 1: N 999 999 9999 2: N      | IL:  |                              |
| PH 1: N 999 999 9999 2: N                                       | 3: N   |                              |
| NET AUTH: CABLE: _  | INTNL AC:                                    |                              |
| TELEX: ANS  | SWBK:  | <del></del>                  |
| PRINT? Y/N MASTER: Y LOCAL: Y                                   |  |                              |
| MESSAGE:  |  |                              |
| TEXT: E-MAIL:   |  |                              |
| 1: BUREAU OF PROPERTY MANAG                                     | EMENT  |                              |
| 2.  |  | <del></del>                  |
| NMDMD04 STATE O   | II I INOIS COMPANY POOS                      | 03/07/00 15:13               |
| MØEDS04 V4.2.0/P00 CORPORA                                      |  |                              |
| 5:UPDATE  |  |                              |
| UPDATE  | #######                                      | ACT LIDDT: EME 10 10 90 1220 |
| FUNDOTATION ZONE RECORD NOT FE<br>NAME HECENFBURNIAD OBFORDIBLE | MARINERINE. US 20 0S LA                      | AST OPD1. EWF 10-19-69 1559  |
|   | ACCT ONIT. TIO                               |                              |
| NAME 3:   |  | CTORY ORG RECORDS            |
| NAME 4:   |  |                              |
| ML3: ML2: ML1:  | LOCATED. LOCATION CC                         | DDL NOT FOUND                |
| LOC CODE: APIL  |  |                              |
| MAIL CODE: CENC300240 ELEC MAIL:                                |  |                              |
| MAIL CODE: CENC300240 ELEC MAIL:                                |  |                              |
| PH 1: N 999 999 9999 2: N<br>NET AUTH: CABLE:                   | 3: IN  |                              |
| NETAUTH: CABLE:   | INTINL AC:                                   |                              |
| TELEX: ANSW   |  |                              |
| PRINT? Y/N MASTER: Y LOCAL: Y                                   | OTHER:                                       |                              |
| MESSAGE:  |  |                              |
| TEXT: E-MAIL:   |  |                              |
| 1: BUREAU OF PROPERTY MANAGEM                                   |  |                              |
| 2:  |  |                              |
| 3:  |  |                              |
| 4:  |  |                              |
| 5:  |  |                              |
| LOCATION ZONE RECORD NOT FOUN                                   | ND .   |                              |
|   |  |                              |
| F1=HELP F2=SWAP F3=CANCEL F4=                                   | SELECTION MENU                               |                              |

- The "C" in the "MAIL CODE" column 4 indicates the second subtitle group.
- The "3" in column 5 of the MAIL CODE indicates the Bureau or Division, boldness of print.
- Column 6 thru 10 indicates the sequence of the record within the subtitle.
- The "C" in the "MAIL CODE" column 4 indicates the second subtitle group.
- The "3' in column 5 of the MAIL CODE indicates the Bureau or Division, boldness of print.
- 6 10 indicate the sequence of the record within the subtitle.
- The "C" in the "MAIL CODE" column 4 indicates the second subtitle group.
- The "3' in column 5 of the MAIL CODE indicates the bureau or division, boldness of print.
- 6 10 indicate the sequence of the record within the subtitle.



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| NMDMD04 STATE OF ILLINOIS-COMPANY P002                                       | 01/29/01 14:02 |
|--|----------------|
| NMOEDS04 V4.2.0/P04 CORPORATE INFORMATION DIRECTORY                          |                |
| INQUIRY ORGANIZATION LIST  |                |
| FUNCTION: I EFFECTIVE: 09 20 89 LAST UPDT: EMF 09-20-89 08                   | 210            |
| NAME 1: CEN-SPRINGFIELD STATUS: *  | 519            |
|  |                |
| NAME 2:ACCT UNIT: 416  | DECORDS.       |
| NAME 3:AU DESC: CEN-AP DIRECTORY ORG F NAME 4:LOCATED: LOCATION CODE NOT FOU | RECORDS        |
| ML3: ML2: ML1:   | ND             |
|  |                |
| LOC CODE: APIL   |                |
| MAIL CODE: CEND200001 ELEC MAIL:   |                |
| PH 1: N 999 999 9999 2: 3: 3:  |                |
| NET AUTH: CABLE: INTNL AC:   |                |
| TELEX: ANSWBK: PRINT? Y/N MASTER: Y LOCAL Y OTHER:                           |                |
|  |                |
| MESSAGE:   |                |
| TEXT: E-MAIL:  | _              |
| 1: SPRINGFIELD   | _              |
| 2:   |                |
| 3:   |                |
| 4:   |                |
| 5:   |                |
| LOCATION ZONE RECORD NOT FOUND   |                |
| F1=HELP F2=SWAP F3=CANCEL F4=SELECTION MENU                                  |                |
|  |                |

- The "D" in the "MAIL CODE" column 4 indicates the third subtitle group.
- The "2' in column 5 of the MAIL CODE indicates the boldness of print for agency subtitles.
- Column 6 thru 10 indicates the sequence of the subtitle.

### VI. ADMINISTRATIVE PROCEDURES

#### A. Continuing Daily Maintenance

The MONIES Directory is uploaded to the Internet each week, both the alphabetical and departmental records. It is highly recommend to keep the directory records as current as possible.

#### **B.** Annual Update

The Proof List Report can be generated at any time based on individual user needs, and must be requested by the user through CMS Telecommunications Staff. These reports are a duplicate of the current directory listing with the exeption they are double-spaced to provide room for manual corrections.

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When preparing to publish a new State of Illinois Telephone Directory, the Department of Central Management Services will send Proof List Reports to each agency several months ahead of time. This will insure the agencies have enough time to update the records for printing, to verify the AU and Location Codes exists for each physical office location for their respective Agency. Any changes, additions, deletions, for Locations Codes will be submitted to CMS Telecommunications for processing. This information must be submitted <u>in memo form</u> to Nancy Dieffenback, CMS Telecommunications Division, 120 W. Jefferson, Fl. 2, Springfield, Illinois 62702. Any changes, additions, deletions for an AU must be submitted to CMS Administration and Planning for processing. This information must be submitted <u>in memo form</u> to Norma Dennewitz, CMS Administration and Planning, 726 South College, Springfield, Illinois 62704.

A Location Code and AU are MANDATORY for each individual. If no Location Code is listed, no address will be associated with an individual. If an incorrect Location Code is listed for an individual, incorrect address information will be listed for the individual.

NOTE: A print out of all AUs and Location Codes is available for each agency to review for verification.

#### C. The Final Product

Samples of the output from the directory system are attached to each section for your review.

### 1. Statewide Directory

The *State of Illinois Telephone Directory* consists of telephone listings for state agencies, universities, boards, and commissions as well as individual employee listings for state employees. Approximately every two years a new directory is published.

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# 1999-2000 State of Illinois Telephone Directory



George H. Ryan Governor

Published by
Department of Central Management Services
Michael S. Schwartz Director

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## a). Departmental Section

Illustration of a departmental listing.

|   | GENERAL INFO  | RMATI                            | ON   |  |                         |  |
|---|---|----------------------------------|--|--|-------------------------|--|
| TATE OF ILLIHOIS SPRINGFIELD OPERATORS (24<br>MERCENCY ASSISTANCE (VOICE & TOD)   | HOUR NUMBER)  | 120 Y                            | JEFFERSON, FL 1  | 62702  |                         | 217-782-2000<br>217-782-2000   |
|   | CHICAG  |                                  |  |  |                         |  |
|   |   |                                  |  |  |                         |  |
| OFFICE OF THE DIRECTOR  |   |                                  |  | 9  |                         | **********   |
| DIRECTOR ASSISTANT DIRECTOR ERECUTIVE ASSISTANT APPRINT PRAFFIX ASSISTANT EXTERNAL SEQURITY & INVESTIGATIONS. SUBJECTS SERVICENTS ON MINURITIES   | OHIMERS EITH MOSER HIMERT LOFEZ ODAM MRETIN, LEPOY  | JATC.<br>JATC.<br>JATC.          | 100 Y RANDOLPH,<br>100 Y RANDOLPH,<br>100 Y RANDOLPH,  | STE 4-409,<br>STE 4-400,<br>STE 2-800,   | 50601<br>50601<br>50601 | .312-814-4199<br>.312-814-2141<br>.312-814-6277  |
| FEMALES AND PERSONS WITH DESANDALETIES.   |   | HITC.                            | 100 V RANDOLPH,  | STE 4-400.   | 80601                   | , are bis siso   |
| BUREAU OF COMMUNICATION AND CO  |   |                                  |  |  |                         |  |
| SENEY SERVICES MANAGER/TELECOM.  RECEMBATION MANAGEMENT SERVICES DEVESION OFFICE AUTOMATION OFERATIONS.   |   |                                  |  |  |                         |  |
| PROCUSEMENT OF THE OFFICE OF THE OFFI | service most  | erre                             | NOT IN TRANSPORTER   | CTE 1-900  | 50601                   | 312-614-5866   |
| BUREAU OF INFORMATION SERVICES  |   |                                  |  |  |                         |  |
| NAIL & MESSENGER SERVICES   | ASH, JOSEPH<br>FERGUSOS, WATT   | JATE,                            | 100 V RASDOLPS .<br>100 V RASDOLPS .   | CONFOURSE,<br>STE 15-404   | 60601                   | 312-814-2196<br>312-814-5120   |
| BUREAU OF PERSONNEL   |   |                                  |  |  |                         |  |
| PESTING & COUNCELING EFFECE VETORONS INFORMATION TOO  | FILCONZO, GIGNASMI  | JATE,<br>JATE,<br>JATE,<br>JATE, | 100 W RANDOLPH,<br>100 W RANDOLPH,<br>100 W RANDOLPH,<br>100 W RANDOLPH,   | STE 3-300,<br>STE 3-300,<br>STE 3-300,<br>STE 3-300,                             | 6060 1                  | .312-814-3250<br>.312-814-6968<br>.312-793-3585<br>.312-814-4458                             |
| BUREAU OF PROPERTY MANAGEMENT   |   |                                  |  |  |                         |  |
| FACILITIES MANAGEMENT JAMES IN THOMPSON CENTER MEDICAL CENTER COMPLEX STATE OF ILLEGIS BUILDING FEOGRAL SUPPLIES PROPIETY PRODUME   |   |                                  |  |  |                         |  |
| LEASING DEVISION NORTHERN AREA LEASING  | MOSER, ROBERT   | agre.                            | 100 Y RMODLPH.   | STE 4-409.   | 60101                   | 312-614-4199   |
|   |   |                                  |  |  |                         |  |
|   | SPRINGFI  | ELD                              |  |  |                         |  |
| OFFICE OF THE DIRECTOR  |   |                                  |  |  |                         |  |
| DERECTOR  COMMUNISTRATIVE ASSISTANT  COMMUNISTRATIVE ASSISTANT  EXECUTIVE ASSISTANT  SPECIAL SESSISTANT  ASSISTANT DERECTOR  ADMINISTRATIVE ASSISTANT  LOCAL GOVERNMENT AFFAIRS  ASSOCIATE DIRECTOR                         | WHITE, MAPLY EXDAN COMISE MCSCARDELLI, JALIE VASCOWCELLES, MOBERT FILED, STEPPES DRING, TOWNA | WHIS SHOW                        | STRATTON BLOG, I<br>STRATTON BLOG, I<br>STRATTON BLOG, I<br>STRATTON BLOG, I<br>STRATTON BLOG, I<br>STRATTON BLOG, I | M 715, 62%<br>M 715, 62%<br>M 715, 62%<br>M 901, 62%<br>M 700, 62%<br>M 700, 62% | 6<br>6<br>6<br>6        | 217-182-2141<br>217-183-2141<br>217-824-9902<br>217-185-6302<br>217-185-6302<br>217-182-5326 |



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#### b). Individual Section

The following frame was taken from the alphabetical listing.

| A   |  |   | ,  |
|---|--|---|--|
| James R Thompson Center   | 312-814-6660<br>Central Managarient Services<br>F1 4 Stc 500<br>312-814-5765 | 8015-150-50f twane<br>201 M Adams             | 217-785-8809<br>Control Management Services<br>FI 1 217-524-6688         |
| Janes H. Prompton Center  | Central Management Services<br>Sub-Service                                   | 190 W. Jofferson                              | Contral Monagement Services  |
| ADMERNAN, Racemary. Oto of Internal Pers Am G Stratton Building | Central Management Services<br>Filis Fen 518                                 | AUSTIN, Bean. PCCS-1MS-Ade in 123 V Jefforson | Gentral Management Services  |
| ADAMS, James D  | Control Wanggement Services  | AUSTIN, Wary.<br>Fin & MgMt-Acctg             | Dentral Management Services<br>F1 S Re 520                               |
| 1129 S Permitage  | FI 1 St# 102. Du Phoy 512-533-1823 Central Management Services Fi 1          | B   |  |
| on 5 Stratten Building  | Denthal Management Services<br>F1 5 Re 503                                   | 2009/042/69                                   |  |
| HERMI MACK  | Dentral Management Services  | 201 W Address                                 | Dentral Management Services<br>Fl 3                                      |
| Prop Mant Fiet Mant   | Contral Monogeniert Services   |   | 217-524-1035<br>Central Wahagement Services<br>F1 5 Pm 5 19 217-785-1002 |
| AGUILLAY, George  | Danking I Management Sprycings   | Ph C Stratton Building                        | Control Management Services<br>Fi S Rn 520                               |
| ALARIA, Melly   | Central Vanagoment Services<br>F1 5 Re 500                                   | MICS-IMS-ADD Systems<br>120 W Jofferson       | F1 3   |
| ALEJM, Scig   | 217-524-8045<br>Central Management Services<br>F1 6 Rm 823                   | 1980 DI 6 0881                                | Cantral Management Services  |
| MaLEV. Brienda  | Donton   Maragement Sec. 1005  | BAGRY, Ban                                    | 217-782-9869<br>Central Management Services<br>F1 7 Re 720               |
| White Stration busings AU(\$800, Jayon                          | F1 5 Rt 500  | 8483, Bruce                                   |  |

#### 3. Special Reports

Currently, there are several standard reports for the directory available from CMS. If any of these reports are needed, please make the request through CMS Telecommunications Division, Nancy Diefenback, 120 West Jefferson, Fl. 2, Springfield, IL 62702.

#### 1. Proof List Double Line Alpha List.

This report is a hardcopy list extracted from the directory database, with records sorted alphabetically by last name. This report is to be used to verify names and phone numbers of individuals within a particular agency.

#### 2. Proof List Double Line Departmental Listing.

This report is a hardcopy list extracted from the directory database, with records sorted as they appear in the published directory. This report should be used to verify bureau/division names and phone numbers of individuals within a particular bureau/division.

#### 3. AU reports.

Agency AU numbers with the directory description.

### 4. Location Code by City or by City with Address

This report lists all the three-digit codes for cities (zones), and two-digit codes for addresses (site) within a Location Code. It is possible to look up the three-digit city codes and/or two-digit address (site) codes on-line. This report is made available to users in an effort to assist them in becoming more familiar with the system.